

Dear Volunteers,

Thank you for your commitment to making this event a success! Below are the instructions for your tasks on the day of the event.

Event Details

- **Date:** [Insert date]
- **Time:** [Insert starting time]
- **Location:** [Insert venue address]

Roles and Responsibilities

1. **Check-in Coordinator:**
 - Arrive by [Insert time]
 - Set up the registration table
 - Ensure all participants check in and receive their materials
2. **Food and Beverage Volunteer:**
 - Assist with food setup at [Insert time]
 - Monitor food stations and replenish items as needed
 - Help with cleanup after the event
3. **Activity Facilitator:**
 - Lead your assigned activity at [Insert time]
 - Engage participants and ensure a fun atmosphere

Important Notes

- Please wear comfortable clothing and your volunteer badge.
- Stay hydrated and take breaks as needed.
- In case of emergencies, contact [Insert emergency contact information].

Contact Information

If you have any questions or concerns, please reach out to [Insert contact name and phone number].

Thank you again for your support and enthusiasm! We look forward to a wonderful event together.

Best Regards,

[Your Organization Name]