

Event Agenda for Volunteers

Dear Volunteers,

Thank you for your commitment to making our upcoming event a success! Below is the agenda for the day:

Event: Community Clean-Up Day

Date: Saturday, April 15, 2023

Time: 9:00 AM - 3:00 PM

Location: City Park, Main Entrance

Agenda:

- **9:00 AM - 9:30 AM:** Check-In and Orientation
- **9:30 AM - 10:00 AM:** Group Assignments
- **10:00 AM - 12:00 PM:** Clean-Up Activity
- **12:00 PM - 1:00 PM:** Lunch Break
- **1:00 PM - 2:30 PM:** Continued Clean-Up Activity
- **2:30 PM - 3:00 PM:** Debrief and Closing

We encourage you to wear comfortable clothing and bring a water bottle. Gloves and trash bags will be provided.

If you have any questions, please feel free to reach out.

Thank you for your hard work and dedication!

Best Regards,

[Your Name]

[Your Position]

[Event Organizing Committee]