

Water Station Setup Coordination

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Water Station Setup for [Marathon Name]

Dear [Recipient Name],

We are excited to coordinate the setup of water stations for the upcoming [Marathon Name] scheduled on [Event Date]. To ensure a successful event and provide adequate hydration for all participants, we propose the following details:

Water Station Locations

- Station 1: Mile [X] - [Location Description]
- Station 2: Mile [Y] - [Location Description]
- Station 3: Mile [Z] - [Location Description]

Setup Requirements

Each water station will require:

- Tables for setting up water bottles
- Volunteers to distribute water
- Signs for clear identification
- Trash bins for waste disposal

Timing

Water stations should be set up by [Insert Time] on [Event Date] to ensure we are prepared for the runners.

Please confirm your availability and any additional requirements you may have for the setup. We appreciate your collaboration in making [Marathon Name] a successful event!

Thank you!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]