

Event Gear Servicing Timetable

Dear [Team/Participants],

We hope this message finds you well. Below is the timetable for the servicing of event gear prior to our upcoming event:

Date	Time	Equipment	Location	Contact Person
January 10, 2024	9:00 AM - 11:00 AM	Sound System	Conference Room A	John Doe
January 11, 2024	1:00 PM - 3:00 PM	Lighting Equipment	Stage Area	Jane Smith
January 12, 2024	10:00 AM - 12:00 PM	Projector	Multipurpose Hall	Mike Johnson

Please ensure that all equipment is ready for servicing on the specified dates. Should you have any questions or need further assistance, do not hesitate to reach out to the contact persons listed.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]