

Invitation to Onboard for Event Setup Crew

Dear [Crew Member's Name],

We are excited to invite you to our onboarding session for the Event Setup Crew!

Date: [Date of the Session]

Time: [Start Time] to [End Time]

Location: [Venue/Address]

This session will cover essential information regarding our operations, guidelines, and your responsibilities during the upcoming events. It is a great opportunity to meet fellow team members and ask any questions you may have.

Please confirm your attendance by [RSVP Date].

Looking forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]