

Role Clarification for Event Setup Crew

Date: [Insert Date]

To: [Insert Names or Team]

Dear Team,

As we approach the upcoming event on [Insert Event Date], I want to clarify the roles and responsibilities of each member of the setup crew to ensure everything runs smoothly.

1. Setup Coordinator

Responsible for overseeing the entire setup process, ensuring all activities align with the event timeline.

2. Equipment Handler

In charge of the delivery, assembly, and disassembly of all equipment and furniture required for the event.

3. Decoration Team

Tasked with the visual elements, including decorations, lighting, and signage, to create an inviting atmosphere.

4. Technical Support

Handles audio-visual equipment setup and troubleshooting during the event, ensuring all technology functions properly.

Important Dates

Please remember our final setup meeting on [Insert Meeting Date and Time] where we will review the plans and address any questions.

Thank you for your hard work and dedication!

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]