

Volunteer Event Itinerary

Dear Volunteers,

Thank you for your dedication and support for the upcoming event! Below is the itinerary for the day:

Event Itinerary

- **Date:** March 15, 2023
- **Location:** Community Center, 123 Main St.

Schedule

Time	Activity	Location
8:00 AM	Volunteer Check-in	Main Entrance
8:30 AM	Orientation Session	Conference Room A
9:30 AM	Setup Begins	Main Hall
11:00 AM	Event Start	Main Hall
3:00 PM	Event Ends	Main Hall

Important Notes

- Please arrive at least 30 minutes early for check-in.
- Wear comfortable shoes and dress appropriately for the weather.
- Bring a water bottle to stay hydrated.

We appreciate your efforts and look forward to working together to make this event a success!

Best regards,

[Your Name]

[Your Title]

[Organization Name]