

Dear [Volunteer Name],

We are excited to have you join us for the upcoming [Event Name] on [Event Date]! As a valued volunteer, your contribution is essential to the success of this event.

Pre-Event Volunteer Orientation Details

Date: [Orientation Date]

Time: [Orientation Time]

Location: [Orientation Location]

During the orientation, we will cover important information including your role, event schedule, safety protocols, and answer any questions you may have.

What to Bring

- A notebook and pen for notes
- Your enthusiasm and questions!

Please confirm your attendance by replying to this email by [RSVP Deadline]. We look forward to meeting you and working together to make [Event Name] a great success!

Thank you for your dedication!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]