

# Cleanup Crew Coordination for Community Events

Date: [Insert Date]

Dear [Crew Member's Name],

We are excited to announce that our upcoming community event, [Event Name], will take place on [Event Date] at [Event Location]. As part of our commitment to keeping our community clean and beautiful, we would like to coordinate a cleanup crew to assist during and after the event.

Your participation is crucial to the success of the cleanup efforts. We are organizing two shifts: the first shift will begin at [Start Time] and end at [End Time] on the day of the event, and the second shift will be for post-event cleanup from [Post-Event Start Time] to [Post-Event End Time].

Please confirm your availability for either or both shifts by [RSVP Date]. Your involvement will not only help maintain the venue but also foster a sense of community among participants.

Thank you for your dedication to keeping our community vibrant and clean. Should you have any questions, feel free to reach out at [Contact Information].

Best regards,

[Your Name]

[Your Title]

[Organization Name]