

Cleanup Crew Coordination for Holiday Decoration Cleanups

Dear Cleanup Crew Members,

As we approach the holiday season, it's time to prepare for the cleanup of our festive decorations. Your dedication and hard work have always made our community shine during the holidays, and we appreciate your commitment.

Cleanup Schedule

- **Date:** January 10, 2024
- **Time:** 9:00 AM - 1:00 PM
- **Meeting Point:** Community Park Pavilion

What to Bring

- Gloves
- Comfortable clothing
- Layered outerwear (weather dependent)
- Water bottle
- Any personal tools (if available)

Please confirm your attendance by replying to this email by January 3, 2024. Your participation is crucial to ensure a smooth and efficient cleanup.

Thank you for your cooperation and enthusiasm!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]