

Cleanup Crew Coordination for Outdoor Festival

Date: [Insert Date]

To: [Insert Crew Member's Name]

From: [Your Name]

Subject: Coordination for [Festival Name] Cleanup Crew

Dear [Crew Member's Name],

As we prepare for the upcoming [Festival Name] scheduled for [Festival Dates], I am reaching out to coordinate our cleanup efforts following the event. Your role as a part of the Cleanup Crew is crucial in ensuring that the festival area is left clean and welcoming for our community.

Below are the details you will need:

- **Meeting Point:** [Location]
- **Start Time:** [Time]
- **Duration:** Approximately [duration]
- **Supplies Provided:** Trash bags, gloves, and refreshments

It is essential that all crew members arrive on time and are equipped for the physical nature of the work. Please wear comfortable shoes and clothing suitable for outdoor work.

If you have any questions or concerns, do not hesitate to reach out to me at [Your Email] or [Your Phone Number]. Thank you for your commitment to making [Festival Name] a success!

Best regards,
[Your Name]
[Your Position]
[Organization Name]