

Post-Event Cleanup Coordination

Date: [Insert Date]

Dear Cleanup Crew Members,

Thank you for your hard work and dedication during our recent event, [Event Name]. As we move forward, we need to coordinate our efforts for the post-event cleanup.

Cleanup Details

Date: [Insert Cleanup Date]

Time: [Insert Start Time] to [Insert End Time]

Meeting Location: [Insert Meeting Location]

Responsibilities

- Assign different areas to teams for efficient cleanup.
- Ensure all collected waste is disposed of properly.
- Bring necessary supplies: gloves, trash bags, brooms, etc.

Communication

Please confirm your availability by [Insert Confirmation Deadline]. If you have any questions or need further clarification, feel free to reach out.

Thank you again for your support. Let's work together to leave the venue spotless!

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]