

Field Day Preparation Reminder

Dear Teachers,

This is a friendly reminder that our annual Field Day is scheduled for **[Date]**. As we finalize our preparations, please remember the following:

- Ensure all necessary supplies are ready and available by **[Deadline]**.
- Review your event schedule and confirm your roles.
- Meet with your teams to discuss any last-minute details.
- Don't forget to encourage students to bring appropriate attire and hydration.

If you have any questions or need assistance, please do not hesitate to reach out.

Thank you for your cooperation!

Sincerely,

[Your Name]
[Your Position]
[School Name]