

Weekend Event Sale Preparation Checklist

Dear Team,

As we gear up for this weekend's event sale, please ensure that the following items are prepared:

- **Inventory Check:** Verify the stock levels of all products featured in the sale.
- **Pricing Tags:** Update and print price tags for discounted items.
- **Signage:** Prepare promotional signs and banners for the sale.
- **Setup:** Arrange the layout for the sale area including product placement.
- **Staff Scheduling:** Confirm shift schedules for all event staff.
- **Marketing:** Launch final social media posts and email blasts to promote the event.
- **Payment Processing:** Ensure that all payment systems are functional and stocked with supplies.
- **Health & Safety:** Review safety protocols in line with current guidelines.

Please complete these tasks by **[Insert Deadline]**. Thank you for your attention and hard work!

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]