

# Weekend Sale Event Details

Dear Team,

We are excited to announce our upcoming Weekend Sale Event! Below are the details:

## Event Date and Time:

Saturday, April 15th - Sunday, April 16th  
10:00 AM - 6:00 PM

## Location:

Main Store Location: 123 Market St, Cityville

## Key Highlights:

- Up to 50% off on selected items
- Free gift with purchases over \$100
- Special giveaways every hour

## Team Responsibilities:

All team members are expected to assist with:

- Setup and preparation
- Customer assistance during the event
- Clean-up at the end of the event

## Meeting Reminder:

Please attend our staff meeting on Friday, April 14th at 3:00 PM for final preparations.

Thank you for your hard work and dedication! Let's make this event a success!

Best,

[Your Name]  
[Your Position]