# Volunteer Briefing Letter Template

[Insert event logo/use letterhead]

Dear [Volunteer Name],

Well, the countdown is on, the final finishing touches are being made and it is full steam ahead to the [Your Event, date, times] — can you believe it’s here already?

Thank you so very much for your generous offer to volunteer during this year’s event. We could not stage this wonderful event without our incredible team of more than [50] volunteers. It’s an amazing community achievement. Thank you once again!

The following letter contains important information regarding where you have been allocated to help on the day of the event. Please take the time to read it carefully and contact me, the Volunteer Coordinator, if you have any questions. You will find my contact number at the end of this letter.

On event day you have been rostered as follows:

[Name]  
Time — [8–11am]  
Area — [Main gate (involves handing out program and welcoming people to the event)]  
Coordinator — [Name and contact number: (Number)]

A few important points for you to remember for event day:

## Site Map

Please review the site map [provide link to it or attach it] prior to event. Find your allocated area and make your way there around 10min prior to your allocated start time.

## Sign In & Sign Out

We need to keep a record of volunteers on the day so you will need to sign in when you arrive at your area and sign out at the end of your shift. Please see your Coordinator when you arrive and they will direct you to the sign in point. [Signing in and out also puts you in the draw for a major prize which will be drawn at our end of event BBQ!]

## Change of Plans

Please let me know as soon as you can if you think you may be late, have to leave early, or are unable to attend on the day. I am here to help and I understand that sometimes things happen. You can call or text me at any time.

## Water, Hats & Sunscreen

Stay hydrated — bring a refillable drink bottle and keep cup, be sun smart and make sure you look after yourself.

## Breaks

We’ll all need some time out during the day. This year we have tried to ensure that each area has ample hands on deck allowing you to enjoy the event too. If you have been rostered onto a section for three or more hours, talk to your Coordinator about when you would like to have a break. And please make sure you take a break! You can also contact me if you have any concerns on the day.

[insert further important information that volunteers need in order to prepare and ensure the best outcome for everyone involved e.g. information on the event’s accessibility or sustainability policies.]

Bring this letter and the site plan with you on the day so you don’t get lost!

[And finally, but MOST importantly … at around 5.30pm we will be holding a very casual barbecue to say thank you to al the volunteers for helping us on the day. We would love you to be there! It is a great way to wind down from the day, have a laugh and share stories.]

Please call or email us if you need to clarify any of the above.

We look forward to seeing you on [event date]!

Kind regards,

[Name]

[Phone]

Volunteer Coordinator