

Event Email Templates

INFO INITIAL ASK, 2-3 MONTHS IN ADVANCE

Hi VOLUNTEER NAME!

We are starting to fill our volunteer roles for the EVENT NAME at LOCATION and I wanted to run this by you! The event is DATE from TIME. You can also find more details and a full event schedule at EVENT WEBSITE.

I thought of you for these NUMBER OF roles:

- DAY OF WEEK, DATE, TIME – SPECIFIC ROLE
- DAY OF WEEK, DATE, TIME – SPECIFIC ROLE
- DAY OF WEEK, DATE, TIME – SPECIFIC ROLE

As a benefit of volunteering, you get BENEFIT OF VOLUNTEERING.

Also included are:

- T-SHIRT
- SWAG BAG
- MEALS OR SNACKS
- LODGING
- TO BE A PART OF HISTORY
- TICKETS
- ETC.

Contact me with any questions- it will be great to have you around!

Best,
YOUR NAME

FOLLOW-UP, 4-6 WEEKS IN ADVANCE

Hi VOLUNTEER NAME,

I hope you're having a good SEASON! I wanted to follow up with you and see if you're still in for helping us out at EVENT NAME at LOCATION on DATE? We are looking forward to it and can't wait to see you!

Thank you,
YOUR NAME



EVENT DETAILS, 1.5-2 WEEKS IN ADVANCE

Hi VOLUNTEER NAME,

I wanted to touch base one last time before the event with all of the information you'll want and need to have!

Here is the information that I thought might be helpful to you:

- ADDRESS OF EVENT VENUE, PARKING INFORMATION
- ADDRESS OF LODGING, PARKING INFORMATION
- DESCRIPTION OF ATTACHMENTS (I.E WELCOME PACKET, VOLUNTEER INFORMATION – INCLUDE AN EVENT SCHEDULE, VENUE MAP, CONTACT INFORMATION FOR ON-SITE, MEDICAL INFORMATION, ETC.)
- FUNDRAISING PAGE
- ANY CHANGES TO THE EVENT THAT THEY WILL NEED TO BE AWARE OF
- SUGGESTED ATTIRE AND FOOTWEAR
- INFORMATION ON COMMUNITY SERVICE LETTER
- TIME AND WHERE TO GO UPON ARRIVAL AT EVENT

Lastly- here is a reminder of your volunteer shifts:

- DAY OF WEEK, DATE, TIME – SPECIFIC ROLE
- DAY OF WEEK, DATE, TIME – SPECIFIC ROLE

Let me know if you have any other questions at all before the event!

Thank you!
YOUR NAME

POST-EVENT FOLLOW-UP, WITHIN 1 WEEK

Hi VOLUNTEER NAME,

Thank you SO much for your help with LIST VOLUNTEER JOB(S) at this year's EVENT NAME! We raised AMOUNT RAISED!! Thank you for all of your support and time- it's always amazing to have such a wonderful and knowledgeable volunteer on board! See you soon!

Best,
YOUR NAME

Also- here are some event links I thought you might like to check out!

INCLUDE LINKS TO APPLICABLE PAGES (WINNERS, FUNDRAISING PAGE, FB PHOTO ALBUM, MEDIA COVERAGE, ETC.)

