

Sample Volunteer Emails

Sample pre-event volunteer email 1-2 Weeks out

Thanks for helping at the upcoming [your event name, date, time, location].

You can find driving directions to the venue [here](#). Parking is [describe if it's free, paid, where it's located]. Upon arrival in the morning please check in at [describe where].

Attached is an overview of [volunteer, staff committee] roles at the event. Please take a look and let me know if you foresee any issues with your assignments as indicated on this document.

While this schedule outlines the best-case scenario for the day, it's always possible that something may come up and you may get reassigned in the moment to something more urgent, so thanks in advance for your flexibility!

I'm also attaching the full program for the day (which includes a site map) for your reference.

Day of event we'll have printed copies of these documents for you. Please wear [describe what you would like your volunteers to wear, if they need to remember their staff nametags, remind them to dress appropriately for the weather, wear comfortable shoes, etc.].

Let me know if you have any questions or if I can help with anything in advance to make the event run smoothly for you. Thanks!

Sample pre-event volunteer email 1-2 Days out

Hope you're excited for [event name] on [day of the week]!

I'm reattaching the schedule and the daytime/evening programs for your reference. I'll have individual folders for each of you with all of this (and more!) at the event, so no need to print unless you really want to.

[Include any final updates, changes in attendance, site changes, etc.].

I'm getting ready to head down for setup tomorrow, so if you need to reach me with any last-minute questions the best way is my cell – [cell #].

Looking forward to a great event!

Sample post-event volunteer email 1-2 Days post

Just wanted to send a quick note to thank you all for your hard work in making yesterday's event a success. Thanks to you we served [insert attendee numbers and any relevant details. If you have thoughts on what worked well and what we could improve upon, please send them my way. And if you're submitting expenses from the event (mileage, etc.) you can [include instructions]. Thanks again for all you did, you're amazing and we couldn't have done it without you!