

Dear Team Facilitator,

God Bless you for volunteering to be the team facilitator for the monthly event. I look forward to working with you to assure a wonderfully successful event.

Enclosed you will find several documents to assist you in the planning and execution of your event. I am always available to assist you and support you and your team in this planning process and your event. I’m confident you will lead in planning a fun, spiritual experience for the attendees.

Your planning should be based on seating 120 women (20 tables of 6) to at most 208 women(26 tables of 8). Depending on the season, event theme or speaker, etc., it is important to check with the registrar 2 weeks before the event to adjust and more accurately gauge the number of guests. This will affect room set-up, food purchases and table hostesses needed.

God Bless you for all you do.

Coordinator, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_