

Client Review Draft –

Name
Address
City, St zip

Dear Name:

On behalf of the Board of Directors of _____, I would like to invite you to serve as a volunteer on the 2020 _____ Committee. Next year's event will be held on _____ at the _____.

Your roles and responsibilities as a member of the Committee will be to:

- Working with the Board of Directors, Committee Members and staff, assume responsibility for the ultimate success of the _____ by way of inviting guests (selling tickets), tables and sponsorships.
- Review a compiled list of potential sponsors and attendees and assist in their personal contact, cultivation and solicitation of support.
- Make a commitment to attend the event.
- Attend scheduled, periodic Committee meetings as well as be available for arranged meetings with committee members and staff. Committee meetings are tentatively scheduled for the first Wednesday of the month beginning in November.

Members of the Event Committee will serve through the conclusion of the event wrap up in _____.

Your support and guidance will be key to the success of the _____, and we very much hope that you will consider serving on this exciting Committee. I will call you within the week to respond to any questions you may have, and encourage your acceptance of this Committee position.

Thank you for your support of _____.

Best regards,