NOTE: This is sample staff communication. Items highlighted in yellow should be changed per-event.

Hello everyone!

Hope everyone was able to enjoy their week off. Here are the details for the next Ride & Drive event at Host Site on day of week.

**Dates**: Day, Month, Date, Year

**Address:** Address- may be different than host site address (i.e. university building)
**Event Times:** 9:00 AM-4:00 PM

**Warehouse Arrival Time:** 7:00 AM

**On-site Arrival Time**: 8:00 AM

**Vehicle Assignments & Breaks:**

|  |  |  |
| --- | --- | --- |
| **Staff Name** | **Car Pairings/Role** | **Scheduled Break Time** |
| **Production Lead Name** | **Onsite Event Lead** | **12:45 PM – 1:45 PM** |
| **Production Lead Name** | **Onsite Event Lead** | **12:45 PM – 1:45 PM** |
| **Staff Name** | **Onsite Logistics** | **N/A** |
| **Staff Name** | **Onsite Event Support** | **12:45 PM – 1:45 PM** |
| **Staff Name** | **Registration Lead** | **12:45 PM – 1:45 PM** |
| **Product Specialist Name** | **BMW 530e** | **1:00 PM – 2:00 PM** |
| **Product Specialist Name** | **BMW i3** | **1:00 PM – 2:00 PM** |
| **Product Specialist Name** | **Mercedes GLE 550** | **1:00 PM – 2:00 PM** |
| **Product Specialist Name** | **Chevy Bolt** | **1:00 PM – 2:00 PM** |
| **Product Specialist Name** | **Toyota Prius Prime** | **1:00 PM – 2:00 PM** |
| **Product Specialist Name** | **Chevy Volt** | **1:00 PM – 2:00 PM** |
| **Product Specialist Name** | **Nissan Leaf** | **1:00 PM – 2:00 PM** |

**Drive Style:** Multi-Driver, ½ hr time blocks OR Single Driver, 15 min time blocks

**Parking:** Location of parking lot in relation to main building. See attached map.

**Security Protocol**: Once your vehicle is parked on site, please meet me in the lobby. We will then all go together to get our security badges. Host site point of contact is XXX.

**Routes**: Attached. Hard copies provided.

**Things to Bring**: **Driver's License,** Reusable water bottle, location of cafe or nearby lunch restaurants, you can bring your lunch.

Please confirm receipt. Call or text if you have any questions-XXX. Looking forward to a great day!

Thanks!