Hello Name,

The volunteer group from *Company/Organization Name* is confirmed to volunteer on Monday, August 22, 5:30 PM to 9:00 PM at Georgia Public Broadcasting for the August 2016 TV Membership Campaign.

These are the next steps to prepare for *Company/Organization Name* group volunteer engagement at GPB on Monday, August 22, 5:30 PM to 9:00 PM.

* Please complete the attached Conf. Pledge Form to include the names of the volunteers in your group, scan the completed form and e-mail it back to me as soon as you are able.   You can also send me volunteer names by responding to this e-mail if that is more convenient for you.
* Please send e-mail to me your company logo - Preferred logo  format: vector, jpeg, eps
  + Throughout the taping, we will show your group’s logo in a still and mention the organization during both programs.
* Please Identify and send me the name of the representative from your group that will be interviewed on live TV.
  + The TV producer will meet your representative prior to the interview; therefore, it is important to introduce this person to the TEAM trainer upon your arrival.
  + During the Live TV filming a representative from your organization will be granted an on-air interview. The interview will contain the following three questions:

1. Tells us about why you choose to volunteer with GPB today?
2. Tells us a little bit about your organization? (Mission statement)
3. Where can we find more information? (Provide website)

This will be a fun experience for you and your team!

* Date: Monday, August 22 5:30 PM to 9:00 PM
* Volunteer Check In Time: 5:15PM Check in at front security desk and a representative will meet you in the lobby and escort your group to studio level.
* Training will begin at 5:30 PM (for phone bank computer system for in-taking donations)
* Location: GPB Studios at 260 14th Street NW, Atlanta, GA 30039 (directions attached)
* Volunteer Participation Includes: In the GPB TV studio at out phone bank taking calls from members, viewers and listeners.
* Program: *Andrea Bocelli: Cinema – Great Performances*
* Dress: comfortably, casual or business attire, organization t-shirts (no logo or advertising shirts for organizations other than yours)
* While volunteering with us everyone will receive:
  + Free Parking
  + Catered meals provided by C. Parks Catering
  + Opportunities to win great raffle prizes
  + Training

If you have any questions, please contact me.

Thank you very much for your continued support.

-Lisa



*“*[*The meaning of life is to find your gift. The purpose of life is to give it away.*](http://ctt.ec/a13Uy)*”* - William Shakespeare