

# PHUVI GREEN FOUNDATION

A CHARITABLE TRUST



- ❖ Tamil Nadu ♦ Karnataka ♦ Delhi ♦ Puducherry
- ❖ Contact via [adminpanel@phuvigreenfoundation.org](mailto:adminpanel@phuvigreenfoundation.org)

## INSTRUCTIONS FOR PARTICIPATION IN THE ANNUAL MEET 2025

29-10-2025

**Dear Volunteers and Staffs,**

The Management of Phuvi Green Foundation is pleased to inform that our **Annual Meet** is scheduled to be held on **9<sup>th</sup> November 2025 at Shanmuga Bhavan, Madurai**. This special occasion has been organized to honour and appreciate the dedicated services rendered by all our staff and volunteers throughout the year.

In view of the same, all staff and volunteers are **requested to attend the event without fail**. To ensure smooth coordination and safety during the programme, please follow the below guidelines carefully:

### 1. Travel & Safety:

- Our chairman requested all the members (staffs and volunteers) to plan their travel in advance and ensure safe transportation to the venue.

### 2. Coordination:

- Please stay in touch with your respective **Event coordinators/ In-Charge Persons** for guidance related to travel, accommodation (if any), and entry at the venue.
- Inform your in-charge in case of any delay or change in arrival schedule.

### 3. Attendance:

- All participants are expected to **report at the venue on or before 9.45 AM**.
- Kindly remain present **till the conclusion of the entire event**.

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#### 4. Dress Code:

- Members are requested to wear **neat and formal attire** suitable for the occasion.

#### 5. General Instructions:

- Please cooperate with the event coordinators and follow their instructions.
- Avoid leaving the premises during the event without prior consent of event coordinators.
- Ensure that your presence and participation reflect the unity and spirit of our Trust.

Your cooperation will make this Annual Meet a memorable and successful event for all. The Management looks forward to your enthusiastic participation and continued commitment to our shared mission of service.

The following persons are Event Coordinators those who are in-charge for the coordination and guidance of staffs and volunteers.

SI NO	NAME	CONTACT NO.	IN-CHARGE FOR PERSONS FROM
1	Mr. Kalyan Venkat	91235 55595	Bengaluru, Kalaburagi, Coimbatore
2	Mr. Saravanakumar	63834 61798	Madurai, Dindigul, Theni
3	Mr. Mukundhan	88384 53553	Virudhunagar, Tuticorin

#### Event Details:

 Date: **9<sup>th</sup> November, 2025**

 Venue: **Shanmuga Bhavan, Madurai**

 Time: **10.00 AM**

**THANKS, AND REGARDS**  
**Management,**  
**Phuvi Green Foundation,**  
**Madurai, Tamil Nadu.**

