

# Company Picnic Safety Guidelines

Dear [Company Name] Team,

As we prepare for our upcoming company picnic, we want to ensure that everyone enjoys a safe and fun-filled day. Please review the following safety guidelines:

## General Safety Guidelines

- Stay hydrated. Drink plenty of water throughout the event.
- Wear appropriate clothing and footwear for outdoor activities.
- Apply sunscreen as needed to protect yourself from sunburn.

## Food Safety

- Ensure all food items are properly labeled and stored.
- Keep hot foods hot and cold foods cold to prevent spoilage.
- Wash hands before eating and after using the restroom.

## Activity Safety

- Supervise children at all times during activities.
- Participate in activities that match your physical capabilities.
- Report any accidents or injuries to event organizers immediately.

We appreciate your cooperation in keeping our event safe and enjoyable for everyone. Let's have a fantastic time together!

Sincerely,  
[Your Name]  
[Your Position]