

Directional Signage Needs for the Upcoming Festival

Date: [Insert Date]

To: [Insert Recipient Name/Organization]

Dear [Recipient Name],

As we prepare for the upcoming [Festival Name] scheduled for [Insert Dates], we would like to outline our specific needs for directional signage to ensure a smooth and enjoyable experience for all attendees.

Signage Requirements:

- Welcome Sign at Entrance
- Directional Arrows to Key Areas (e.g., Food, Restrooms, Stages)
- Information Booth Location Signage
- Parking Area Signage
- Emergency Exit/First Aid Signs

Sign Specifications:

All signs should be weather-resistant, easily visible, and include clear, large text with an accompanying graphic if necessary. The preferred materials are [Specify Materials]. Please ensure the signs are erected by [Insert Date].

Thank you for your attention to this matter. We appreciate your support in making this festival a success!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]