

Safety Guidelines for Public Functions

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Organization]

Subject: Safety Guidelines for Upcoming Public Function

Dear [Recipient Name],

As we prepare for the upcoming public function on [insert event date], we want to ensure the safety and well-being of all participants. Please find below our safety guidelines that we kindly ask everyone to adhere to:

1. Health Protocols

- All attendees must wear masks at all times.
- Hand sanitizers will be available at various locations.
- If you feel unwell, please do not attend the event.

2. Social Distancing

- Maintain a minimum distance of 6 feet from others.
- Seating arrangements will be organized to ensure distancing.

3. Emergency Procedures

- In case of an emergency, follow the guidance of event staff.
- The nearest first aid station will be marked clearly.

We appreciate your cooperation in making this event safe and enjoyable for everyone. Should you have any questions or concerns, please do not hesitate to contact us.

Thank you for your attention to these important safety measures.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]