

Event Safety Policy Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to confirm your acknowledgment of our Event Safety Policy for the upcoming event scheduled on [Event Date] at [Event Location]. It is our priority to ensure a safe and secure environment for all participants.

Please review the following key points of our safety policy:

- All attendees must adhere to health guidelines as outlined by local authorities.
- Emergency procedures will be communicated prior to the event.
- Access points will be monitored for security purposes.
- In case of an emergency, designated personnel will guide the evacuation process.

By signing below, you confirm that you have read and understood the Event Safety Policy and agree to abide by its provisions.

Thank you for your commitment to safety. We look forward to a successful event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]

Signature: _____

Date: _____