

Fire Safety Measures for Event Planners

Date: [Insert Date]

To: [Event Planner's Name]

From: [Your Name / Company Name]

Dear [Event Planner's Name],

As we prepare for the upcoming event scheduled on [Event Date] at [Event Location], it is imperative to prioritize fire safety measures to ensure the safety of all attendees and staff. Below is a list of recommended fire safety protocols to be followed:

1. Conduct a fire risk assessment of the venue prior to the event.
2. Ensure all fire exits are clearly marked and unobstructed.
3. Have an adequate number of fire extinguishers accessible throughout the venue.
4. Training staff on fire emergency procedures and evacuation plans.
5. Designate a fire warden to oversee safety measures during the event.

Please ensure these measures are in place and feel free to reach out if additional support or resources are needed.

Thank you for prioritizing the safety of our guests.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]