

Holiday Decoration Expectations for Public Spaces

Dear [Team/Staff/Community Members],

As we approach the holiday season, we would like to outline our expectations for the decoration of public spaces. These guidelines aim to ensure that our decorations are festive, inclusive, and safe for all.

1. Themes and Colors

Decorations should reflect a variety of holiday themes and colors to celebrate the diversity within our community. Please consider including symbols from different cultures and traditions.

2. Safety Guidelines

All decorations must adhere to safety standards, ensuring they do not pose a fire hazard or obstruct pathways. Please use non-flammable materials where possible.

3. Installation and Removal

Decorations should be installed by [insert date] and taken down by [insert date]. Please coordinate with the facilities team for installation support.

4. Community Involvement

We encourage community participation in decorating efforts. Anyone wanting to contribute can contact [Contact Person/Email] for more information.

5. Respectfulness

All decorations should be respectful and considerate of all community members, avoiding any divisive or controversial symbols or messages.

Thank you for your cooperation in making our public spaces welcoming and festive this holiday season.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]