

Dear [Host's Name],

As the holiday season approaches, we want to ensure that your celebrations are both joyful and safe. Here are some important safety tips to keep in mind while hosting your upcoming holiday party:

1. Fire Safety

- Keep candles away from flammable materials.
- Ensure that smoke detectors are working properly.
- Have a fire extinguisher accessible.

2. Food Safety

- Wash hands frequently while preparing food.
- Keep hot foods hot and cold foods cold.
- Label food items for guests with allergies.

3. Alcohol Consumption

- Encourage responsible drinking among guests.
- Provide non-alcoholic beverages as alternatives.
- Have a plan for guests who may need a ride home.

4. Decor & Setup

- Avoid overcrowding with furniture to prevent accidents.
- Ensure all decorations are secure and away from heat sources.
- Keep walkways clear of clutter.

We hope these tips help you host a safe and festive gathering. Wishing you a wonderful holiday season!

Sincerely,
[Your Name]
[Your Organization]