

Holiday Decoration Guidelines for Event Venues

Dear [Venue Manager/Event Planner],

As we approach the holiday season, we would like to provide you with our decoration guidelines to ensure a festive and safe environment for all our guests. Please adhere to the following standards:

1. Decoration Materials

- Use only non-flammable materials.
- Avoid decorations that obstruct exits or emergency signs.
- Ensure all lights are UL listed and suitable for indoor use.

2. Placement of Decorations

- Decorations should not exceed 8 feet in height.
- Keep walkways and exit routes clear of any items.
- No decorations should hang from the ceiling tiles.

3. Lighting and Electrical Guidelines

- Do not overload electrical outlets.
- Use extension cords that are rated for the intended use.
- Turn off lights when not in use.

Please ensure that all personnel involved in decoration are familiar with these guidelines. We appreciate your cooperation in creating a joyous and safe atmosphere for our holiday events.

Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]