

# Holiday Decoration Guidelines for Non-Profit Organizations

Dear [Organization Name] Team,

As the holiday season approaches, we would like to share some guidelines to ensure our decorations are safe, inclusive, and reflect our core values as a non-profit organization.

## 1. Decoration Themes

Please choose decorations that represent a variety of cultural and religious celebrations to foster inclusivity.

## 2. Safety First

All decorations must comply with safety standards:

- No open flames or candles.
- Use only flame-retardant materials.
- Avoid any decorations that may obstruct walkways or emergency exits.

## 3. Sustainability

Consider using eco-friendly decorations and materials that can be reused or recycled.

## 4. Community Engagement

Encourage community involvement by inviting volunteers to help decorate and share their cultural traditions.

## 5. Clean-Up

Establish a clean-up schedule to ensure the space is maintained and all decorations are responsibly disposed of or stored for future use.

We appreciate your cooperation in making our holiday celebrations safe, welcoming, and enjoyable for everyone.

Warm regards,

[Your Name]

[Your Title]

[Non-Profit Organization Name]