

Holiday Decoration Guidelines for Public Parks

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Organization]

Dear [Recipient Name],

As the holiday season approaches, we would like to provide you with the guidelines for decorating public parks to ensure a festive and safe environment for all visitors. Please adhere to the following regulations:

General Guidelines

- All decorations should be environmentally friendly and safe for wildlife.
- No permanent fixtures may be installed.
- Lights must be battery-operated or solar-powered.

Installation and Removal

- Decorations may be installed starting from [Insert Start Date] and must be removed by [Insert End Date].
- All installation must be conducted during daylight hours.

Design Considerations

- Decorations should be tasteful and reflect the holiday spirit.
- Consider using natural elements such as wreaths and garlands.

We appreciate your cooperation in making our parks a joyful place during the holidays. If you have any questions, please feel free to reach out to us at [Insert Contact Information].

Thank you and happy decorating!

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]