

Holiday Decoration Guidelines for Retail Stores

Date: [Insert Date]

Dear [Store Manager/Staff],

As the holiday season approaches, we would like to share the guidelines for decorating our retail spaces. Proper decoration can enhance the shopping experience and reflect our brand. Please adhere to the following guidelines:

1. Theme and Colors

- Choose a cohesive theme that aligns with our brand values.
- Use festive colors such as red, green, gold, and silver.

2. Display Areas

- Focus decorations in high-traffic areas.
- Avoid cluttering merchandise displays with excessive decorations.

3. Safety

- Ensure all decorations are fire-retardant.
- Do not block emergency exits or pathways.

4. Maintenance

- Regularly check and maintain the condition of decorations.
- Replace any damaged items promptly.

Thank you for your cooperation in making this holiday season a memorable one for our customers. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]