

Public Health Advisory for Event Organizers

Date: [Insert Date]

To: [Event Organizer Name]

[Organization Name]

[Organization Address]

Dear [Event Organizer Name],

We are reaching out to provide you with essential public health guidance concerning the upcoming event titled "[Event Name]" scheduled for [Event Date] at [Event Location]. Ensuring the health and safety of all participants is our top priority.

Recommendations:

- Implement measures for social distancing, if necessary.
- Encourage the use of face masks for attendees.
- Provide hand sanitizers at multiple locations throughout the venue.
- Consider virtual options for attendees to join remotely.
- Monitor local health guidelines and be prepared to adjust plans accordingly.

We appreciate your cooperation and commitment to public health. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Public Health Department Name]

[Contact Information]