

Date: [Insert Date]

Dear Parents and Guardians,

We are delighted to invite you to our upcoming **[School Program Name]** scheduled to take place on **[Date and Time]** at **[Venue/School Hall]**. This special event is an opportunity for students to showcase their talents and hard work, and we would be honored to have you join us in celebrating their achievements.

To ensure the safety and security of all attendees, students, and staff members, we kindly request your cooperation with the following entry requirements and security measures:

- **Entry Pass:** Each parent/guardian is required to present the official entry pass attached/issued by the school at the security check. If you require additional passes due to special circumstances, please contact the school office in advance.
- **Photo Identification:** Please bring a valid government-issued photo ID (such as a driver's license or passport) along with your entry pass for verification at the entrance.
- **Check-in Procedures:** All guests are requested to arrive at least 15 minutes prior to the event to allow sufficient time for security checks and registration.
- **Conduct and Safety:** We expect all attendees to adhere to the school's code of conduct. Security personnel will be stationed throughout the event to assist and ensure a safe environment.
- **Restricted Items:** For everyone's safety, please do not bring any prohibited items as listed in the attached guidelines.
- **Exit Protocol:** At the conclusion of the event, please follow staff directions for an orderly and safe exit.

Your participation and adherence to these guidelines are crucial in maintaining a secure and enjoyable atmosphere for both our students and guests. Should you have any questions or concerns regarding the security or entry process, please feel free to contact us at **[School Contact Information]**.

We look forward to welcoming you at the event and appreciate your understanding and support in making this program a success!

Sincerely,  
[Principal's Name]  
[Principal's Title/Position]  
[School Name]