

Date: [Insert Date]

To: Parents and Guardians of [School Name]

Subject: Invitation to [Event Name] – Important Parent Check-In Information

Dear Parents and Guardians,

We are delighted to invite you to our upcoming **[Event Name]** on **[Event Date & Time]** at **[Event Location]**. We have an exciting line-up of activities planned and look forward to celebrating together as a school community.

For the safety and well-being of all attendees, we have implemented a detailed parent check-in procedure:

- **Check-In Desk:** Upon arrival, please proceed to the designated check-in desk located at [Check-In Location].
- **Valid ID Required:** All parents must present a valid photo ID at check-in.
- **Visitor Badge:** After signing in, you will receive a visitor badge that must be worn visibly at all times while on school premises.

This process is designed to ensure a secure and organized environment and to facilitate effective communication throughout the event. We kindly ask that you arrive a few minutes early to complete check-in before joining the activities, helping us avoid delays and keep the event on schedule.

If you have any questions about the check-in process or the event itself, please contact [Event Coordinator Name] at [Contact Information].

Thank you for your cooperation and support. We look forward to seeing you at **[Event Name]**!

Sincerely,

[Principal's Name]

Principal, [School Name]