

# School Event Invitation Letter with Parent Attendance Rules

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue/School Name and Address]

Dear Parents and Guardians,

We are delighted to invite you to attend our upcoming school event, **[Event Name]**, which promises to be an exciting and enriching experience for our students and their families. Your participation is invaluable in supporting our students and strengthening our school community.

In order to ensure a safe, respectful, and well-organized environment for everyone, we kindly ask all attending parents and guardians to observe the following rules and guidelines:

- **Attendance Confirmation:** Please RSVP by [RSVP Date] to assist us in preparing appropriately for the event.
- **Check-In Procedure:** All parents must check in at the registration desk upon arrival and wear the provided visitor badge throughout the event.
- **Supervision:** Parents are responsible for supervising their children at all times.
- **Code of Conduct:** Courteous, respectful behavior towards students, staff, and other parents is expected at all times.
- **Venue Restrictions:** Entry is limited to designated event areas only; please refrain from visiting other parts of the school campus.
- **Photography and Video:** Photography may be permitted in select areas; please be mindful of privacy and refrain from sharing images/videos on social media without consent.
- **Safety Measures:** Please comply with all current health and safety regulations, which may include mask-wearing and social distancing, as advised by local authorities.
- **Departure:** Kindly check out at the registration desk before leaving the premises.

Your cooperation is greatly appreciated and will contribute to a positive experience for all. Should you have any questions regarding the event or the attendance protocols, please feel free to contact **[Contact Name and Details]**.

We look forward to seeing you at **[Event Name]**!

Sincerely,

**[Principal's Name]**

[Title/Position]

[School Name]