

Date: [Insert Date]

Dear Parents and Guardians,

We are delighted to invite you and your family to our annual **Holiday School Event**! This festive celebration will take place on **[Insert Date]** from **[Insert Start Time]** to **[Insert End Time]** at **[Insert Location]**. We look forward to sharing the magic of the season with our wonderful students and their families.

Parent Participation Guidelines

- 1. Active Involvement:**
 - Volunteering opportunities are available for those interested in helping supervise activities or assist with games.
 - Help is appreciated for setting up and decorating the event space the evening before and the morning of the event.
 - You are welcome to contribute holiday-themed refreshments; please let us know your donation in advance.
- 2. Safety Protocols:**
 - All attendees must check in at the front desk upon arrival.
 - For students' safety, please do not bring any items containing nuts or other common allergens.
 - Follow all current health and safety guidelines, including mask-wearing and sanitization as per the latest school policy.
- 3. RSVP Procedures:**
 - Please RSVP by **[Insert RSVP Deadline]** via email at [\[InsertEmailAddress\]](mailto:[InsertEmailAddress]) or by returning the attached slip to your child's teacher.
 - Include the number of family members attending and your preferred volunteer activity if interested.
- 4. Contact Information:**
 - If you have questions or need additional information, please contact **[Insert Contact Name]** at **[Insert Phone Number]** or via email.

We appreciate your continued support and enthusiasm in making our holiday event a memorable and inclusive occasion for our entire school community. Thank you for helping us ensure a joyful and well-organized celebration!

Warmest holiday wishes,

[Principal's Name]

[School Name]