

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 [\[InsertEmailAddress\]](#) 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]