**[EVENT NAME]**

**[ORGANISATION]**

**[DATE]**

**IMPORTANT NOTICE TO RESIDENTS AND BUSINESS OWNERS**

Dear Resident/Business Owner,

This letter is to notify you of an upcoming event. Our organisation is committed to planning and delivering a safe and successful event for the community. Event details are as follows:

[Event Date, Time]

[Event Location]

[Event Description]

The set up of the location will commence on [date, time] and pack down will finish by [date/time]. The event will include the following activations [food trucks, amusement rides, fireworks, children’s activities, stage performances, etc].

**Traffic Management/Road Closures:** To assist with the safety of the event, there will be a reduction in speed/road closure on [street name] from [time] to [time]. We thank you for your patience and understanding regarding these changed traffic conditions to provide a suitable and safe access for pedestrians to and from the event site.

**Fireworks:** A fireworks display has been organised with a licensed pyrotechnician from [time]. Please note: this time is subject to change pending weather conditions. People who experience noise sensitivity can become upset, agitated and anxious when they hear fireworks. Pets may also be affected by fireworks. We recommend that you bring them indoors during the display times and have strategies to help minimise the stress on animals.

For more information about this event, please follow our website or social media below. We hope you will attend this community event.

[Facebook/Instagram/Website information]

If you have any further questions, please do not hesitate to contact us.

[Event Manager Name]

[Event Manager Email]

[Event Manager Phone]