*Date month year*

Recipient Name

Recipient Title

Emergency Services Organisation

Email

Dear [insert name],

**Re: [insert event name] Event Notification**

The [insert event committee / organiser] will be coordinating [insert event name].

**EVENT DATE**: (INSERT DAY, DATE, MONTH, YEAR HERE)

**EVENT TIMES**: (INSERT TIMES HERE)

**EVENT LOCATION**: (INSERT LOCATION HERE)

**ROAD CLOSURES**: (INSERT ROAD CLOSURES HERE IF APPLICABLE)

The event will include [insert event format and activities e.g parade, fireworks etc and expected attendance numbers]. *Keep the content short and sharp and to the point outlining key times and activities. If there are specific activities planned that could prove disruptive such as excessive noise or fireworks be specific about times and locations of these activities*

*Where you are sending this letter to Emergency Services including Police, Ambulance, Fire Rescue Victoria, CFA, and the SES it’s a good idea to include a Site Plan of the event highlighting where Emergency Vehicle Access will be maintained.*

*Where first aid providers have been engaged, providing the medical plan supports emergency services to know who to contact in the event of an emergency or changes to conditions.*

*Where roads are proposing to be closed it’s a good idea to include a Traffic Management Plan (TMP) showing affected residents and businesses the measures in place to minimise disruption to the non-event public.*

If you have any questions, or any requirements that need to be met, please do not hesitate to contact [insert event organiser name, email, and phone number]

Yours sincerely

**Event Organiser Name**

Title / Organisation