

APPENDICIES

APPENDIX 1

EXAMPLE LETTER

(Date)

Dear Resident,

This letter is to advise you that (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at approximately (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment / attractions / food). We are expecting approximately (number) to attend.

(List any issues that may affect surrounding residents including noise, an increase in vehicular traffic around the area, fireworks and what time etc.)

(Also list how any of these issues have been addressed eg: extra parking provisions and parking attendance around the location of the event).

If your home is to be affected by road closures, a member of the organising party will visit you to seek your support of the event.

If you would like any further information about this event, please contact me on (phone number, address and email address).

I would like to take this opportunity to invite you to come along and participate in what should be a most enjoyable and exciting event for Moyne Shire residents and visitors.

Kind regards,

(Your name)