**Sample Broadcast Messages for Corporate Events**

Remember, **quick timing** and **accurate information** is critical to keeping your community safe during company gatherings, business travel, large conferences, and other large events. We have provided sample broadcast messages on Page 2. However, if you are drafting your own broadcast messages, consider the following questions:

* **Who** – Know the audience you are trying to speak to *(i.e. people in certain offices? remote workers? everyone?)*
	+ - *Also provide any company-specific phone numbers or contact information (i.e. contact chief of security at [insert phone number])*
* **What** – Be clear in what you are trying to communicate *(i.e. changed event location)*
* **When** – Provide time information, if possible *(i.e. the conference kick-off event will be from 09:00 AM EST until 10:30 AM EST)*
* **Where** – Include any relevant location information, especially if you have offices across the country, satellite locations, or remote or traveling workers. *(i.e. the Boston offices will be closed on November 8 for the day-long company conference in New York)*
	+ - *Consider using geo-fencing to help with communicating location-specific messages for different offices, remote workers, or traveling lone workers! Note: users must have their location services enabled to receive a geofenced broadcast message.*

Prompt, accurate, and information-driven broadcast messages are powerful tools in moments of uncertainty. Make your organization a safer place to work, learn, and live with informative broadcast messages.

See below for sample messages you can send using Broadcast before and during large events.

**General Event Information:**

“Today is [Company Event]! All attendees can pick up ID badge from the Check-In desk in the lobby. Please report any safety questions or concerns on LiveSafe. Be safe!”

“[Company Event] will begin today at 10:00 AM EST. [Organization Location] employees can find schedule and location information here [Hyperlink to PDF or URL]. Remote employees can find dial-in information here [Hyperlink to PDF or URL]. Please submit any event questions or safety concerns using LiveSafe Tip Submit. See you soon!”

“[Organization Department] will be out of office at [Company Event] today. Relevant off-site locations have been uploaded to the Safety Map, and event details can be found in the LiveSafe Resources section. Report any questions or concerns using LiveSafe. Be safe!”

“Event Update: [Meeting Title] location has been changed from Location to Location. Any further updates will be shared using LiveSafe.”

**Return-to-Work Event Notifications:**

“Reminder: Before [Company Event] tomorrow, be sure you fill out [Required Paperwork] and [Submit COVID Test/Proof of Vaccination] at the link in your event email. Masks will be optional for vaccinated employees and required for unvaccinated employees. Questions? Let us know via LiveSafe Tip Submit.”

“Unsure about new company event procedures? Look in the Resources section of the LiveSafe Mobile App for information about large event health policies, upcoming event information, and more. Reach out to your manager or submit a LiveSafe tip if you have any questions.”

**Other General Messages:**

“Safety is a shared responsibility. See something suspicious or concerning? Send in a tip, anonymously if you choose, via LiveSafe app or call Security at [insert phone number].”

“The South Elevator is currently out of service. Elevator technicians are currently on site and they estimate that it will be fixed by 11:00 AM EST. The North Elevator is still operational, and the Service Elevator can be used if needed. Updates will be shared as they come in.”

“See a safety hazard? Notify the right people via the LiveSafe App about these and any other safety and security incidents you see so no one gets hurt. Stay safe!”

“[Organization Name] is currently supporting both in-person and remote operations. Let your manager know whether you plan to report to the office or work from home using this form [link]. Please use the LiveSafe app to report any safety or security incidents.”

“[Organization Office Building] is currently requiring all employees to wear face coverings in building common spaces. Learn more about updated health policies at [link]. HR is available to answer any questions.”