**Shining Light Art Festival**

memorandum

to: Lily Peters

from: Susanna Sherman

subject: Planning

date: 15 April

cc: Katrina Müller, Lilly Raman, Waive Kidult, Jonathan Batiks, Solana Mucosa

Hi colleagues

There has been great initial interest shown in the Festival. I have already received queries from neighbouring schools. We need to meet to finalise our planning.

I have consulted our online diaries and 3 pm next Thursday seems to be the first available slot for us to meet. Please let me know as soon as possible if you cannot meet at that time.

The proposed agenda is as follows:

1. Welcome
2. Decisions made so far
3. Marketing
4. Venues
5. Initial entry form
6. General

Katrina has designed a basic layout for the Initial Entry form. The idea would be that schools first have to let us know how many items they will be entering so that invoices can be created.

Press e-mail me (Peters.Susanna@telkomsa.net) if you think there need to be any deletions or changes to the proposed agenda.

Please think about this, so we can share our thoughts at the meeting next Thursday.

Yours faithfully

Susanna