

Informative report

To: The Chairperson, ABC Care Group
From: Tom Cruise, Event Organiser
Subject: Summer Concert
Date: 20 June 2019



Intro-
duction

Purpose

→ To begin report

→ contents of the report

The purpose of this report is to outline the progress of arrangements for the concert to be held on Sunday 23rd June to raise funds for the Terminal Illness Research Fund.

Performing Artists/Groups

→ subheadings

→ connectors

Auditions were held on 10th May to select local performers. In addition, two professional groups have agreed to appear in the concert free of charge. Unfortunately, another band we had hoped would appear is unavailable. However, our Director of Music, Ms Amiston, is confident that the standard will be more than satisfactory, and states that rehearsals are progressing smoothly.

→ what has been done.

Venue, Facilities and Equipment

→ what will be done.

The concert will be held in the main area of ABC Park, which is easily accessible both by public and private transport and has good public toilet facilities. Seating will be hired from a local company, and a covered stage, to be erected in the centre of the park, has already been constructed by volunteers under the supervision of Mr Depp.

Catering and Ticket Sales

Refreshments will be provided by local restaurants, who will make their own arrangements regarding stalls and vendors. Mr Depp's group of volunteers have agreed to sell tickets at the Town Hall, as well as undertaking crowd control and ticket inspection during the concert itself.

Projected Costs

→ use passive structures

Permission has been granted by the council authorities for us to use the park free of charge, and Hemsworth Rentals have agreed to a reduced price of £100 for the hire of chairs. Excluding the cost of printing tickets and posters, the cost of the concert will be approximately £600.

Conclusion

→ To end report

I am delighted to inform the committee that arrangements have proceeded faster than anticipated, and the concert promises to be of a higher standard than last year's. However, it must be pointed out that no arrangements have yet been made concerning publicity and printing, which is now a matter of some urgency.

Successful Writing by Virginia Evans

Report In Englisch Schreiben

SA Adler



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