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FASCIMILE TRANSMISSION

TO

: DAVID MARKS

COMPANY

: 3RD EAR MUSIC

FAX

: 2075305

FROM

: VIVIAN HUMPHREY

DATE

: 22 SEPTEMBER 1997

REF

: RICHIEHAVEN1

RE

: RICHIE HAVENS CONCERT 10 OCTOBER 1997

Dear David

Following conversations with Louise, regarding the abovementioned function, please could you supply the following information on your return by Friday 26 September.

- all the artists and backup artists catering and bar requirements.
- the number of artists we need to cater for
- are there any specific security arrangements that we should be aware of
- are there any specific requirements, other than food and beverage, for the dressing rooms
- please could you provide an estimate of how many tickets have been sold to date if you are able to obtain this information
- could you provide us with an outline of the program of the evening
- please confirm all technical requirements

I look forward to hearing from you.

Yours failthfully

Vivian Humphrey EVENT-CO-ORINATOR