

LANCASTER'S MUSIC HALL



27 January 2025

Contact

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City, County
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Dear Teams

Thank you for taking on the challenge of developing us a new system to help run the Venue. We wanted to provide you with a little background about us and the Venue. We have also included a description of what our teams do at present along with our seating plan and calendar for the coming month. We hope these will be of use to you.

Robert and I took over running Lancaster's 10 years ago and since then we have been very lucky to keep many of our staff and support some to move into leadership positions. We have also consider the sustainability of the venue and its ability to support local, as well as national and international, talent a core value of our business. We now want to better use technology to help our team in the day-to-day work of the venue and make use of the online resources (APIs) of the main systems we use to reduce the manual process and repetition.

I know you'll have some questions about what we need so I've set up a time for you to come and meet with a member of the team on in the week commencing 3rd February 2025. We are also available via email throughout the project and are keen to be involved.

We look forward to working with you.

Sincerely,

Joe and Robert Lancaster