

Situation: You are Chris Wong, you work for For the Kids, a charity which organizes events in Hong Kong. Read the information carefully and finish the task given to you by your boss, Debra.

Email from Debra

Dear Chris,

We are on the last legs of fine tuning the details of the upcoming Easter Bazaar. I think we are just missing the guest performer. We have decided who we want to invite in Wednesday's meeting, please help me write a letter of invitation to them. Start by introducing ourselves and how our values align with his/hers to show why they are the perfect choice. Then include the details of the festival and the theme. Make sure you also tell them what they can receive from us.

Thanks,
Debra

'About us' page of For the Kids

For the kids is a locally registered charity established since 2006. We aim to improve the quality of life for kids in poverty. We do so via multiple channels, such as education, and giving them daily supplies like food.

Currently, we have 10 centres across Hong Kong serving over 1000 children daily. We believe money should not be a factor which hinders the development of children.

We would like to continue expanding our operations and aid more children in need. Please donate to us if you would like to improve the lives for children in poverty. We thank you for your generosity.

Poster for Easter Bazaar

For the Kids Easter Bazaar

What better way to spend your Easter Holiday other than coming to the exciting and charming Easter Bazaar by For the Kids. We feature 20 stalls, each selling items carefully crafted and made by children in poverty with love. All proceeds will be used for charitable purposes.

Date: 30/3/2024 – 7/4/2024

Time: 10am-6pm

Venue: Stanley Ground

Come on the 31st for a surprise!

Meeting minutes

Date: 23/2/2024

Time: 9:30 AM

People present: Debra, Head
 Floyd, PR
 Jason, Finance
 Brian, IT

Item 1: Performer for Easter Bazaar

Debra proposed to invite a guest performer for the Sunday (2nd day) of the Easter Bazaar to attract more people to come.

Jason said as For the Kids is a charity, not a lot of funds are available for paying a famous guest performer. Jason recommended to invite a performer with a record of helping young children in need so they are more likely to come as well as to represent the charity. All in agree.

Floyd suggested to invite Ginger To, a famous singer. Floyd said he saw recent social media posts of Ginger helping poor children. Debra will invite him.

Brian said the stage is not large enough to fit a whole drum set, so Ginger would have to perform a solo vocal performance.

Jason stated we can pay \$10k for the guest performer.

Item 2: Venue for Easter Bazaar

The original venue – Stanley Ground is not longer available since the venue recently failed a fire regulations test. Debra states she has lined up a backup venue at the Solar Gardens, 5 Manor Road. All in agree to switch to the backup venue.

Brian will change out the venue in the poster as it contained the wrong one in the first draft.

Item 3: Theme for Easter Bazaar

Debra finalized the theme of the Bazaar as ‘Something from nothing’. No objections.

Floyd recommended our guest performer to also present a speech on this theme. All in agreement.

Ginger To's Blog

14-2-2024

Spending my valentines day skiing!!



12-2-2024

Contributing to the society by giving food to children in need! I have never felt this happy and satisfied in a long time. I look forward to doing more for these children in the future!



10-2-2024

Teaching children in a For the Kids centre how to sing! No one should be too poor to sing! (This photo is uploaded with the permission of the subject)



Operation timetable for 31/3/2023

10:00-2:00	Market
2:00-3:00	Guest performance (set-up stage at 1:30)
3:00-6:00	Market

Message from Floyd

Floyd: Hey Peter just got a new idea.

Peter: Yes?

Floyd: Aside from the singing performance and speech that Ginger To will be doing, could you help me ask him whether he could stay for around an hour after the performance to do a fan meetup. (so in total we need him from 2:00-4:00pm)

Peter: Sure

Floyd: Thanks, and say a lot of kids are big fans of him and would love to meet with him up close and personal, I think it would make it a lot easier for him to say yes.