

**Children's Services**  
**Director: Justin Donovan**

**Hertfordshire Music Service**  
**Standards and School Effectiveness**  
**Children's Services**  
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**Date:** 25 November 2011

Dear Parent and Band Member

A reminder for our up coming concert at the Plinston Hall, Broadway, Letchworth, SG6 3NX on **Tuesday, 13 December 2011**. Please ensure full attendance at the next rehearsal!

Concert Day Band call will be at 6.00pm and the concert will begin at 7.30pm. The dress is black trousers and colourful **plain** tops, no trainers, of course and no T-Shirts with logos! The concert will finish at approximately 9.30pm.

Tickets will be available in advance or on the door from the Plinston Hall box office - 01462 672003, prices are £5.00 per ticket and concessions £3.50. Seating at the event is limited and so book early to avoid disappointment!

Band members will need to eat before arriving for the concert or bring a packed tea as there will be no time for band members to go 'out' for supper. There is a licensed bar for guests (no person under the age of 18 is allowed to purchase alcoholic drinks from the bar). Please note there will be **no** buffet available during the evening.

Can I take this opportunity to remind you that if we are hit by snow during the winter to check the Hertfordshire Music Service website:

[www.hertsmusicservice.org.uk](http://www.hertsmusicservice.org.uk) (follow twitter feed on front page)

Yours sincerely

**Paul Woodin**  
Director