



Facility/Event Coordinator Report Sept. 21, 2023

I emailed the chorus regarding the three performance opportunities: October 28, November 4 and December 9.

Called Cindy at GLC to extend the Tea time on November 19 to allow for more cleanup time after the event.

Called Connie at CBS to request an additional room for our rehearsals on 8/14 and 8/28.

Did physical warm ups on 8/14.

Sang at the Modesto nuts game on August 29.

Worked on the costume policy with Liz.

Contacted Darlene Derby from P.E.O. thanking her for considering us for their luncheon event on December 9 and expressed interest in a future event.

Continued to communicate with Chaplain Robert of Bristol Hospice regarding the event on November 4; eventually, on behalf of the chorus, accepted the invite to sing at this event.

Wrote up a detailed timeline of the responsibilities of the Event Coordinator in planning the Holiday Tea Event. This is in the Event Coordinator's binder.

Informed the Management Team and eventually the chorus of my intention to leave the chorus in mid October.

Teresa