Memorandum

**To:** Scott Murphy

**CC:**

**From:**

**Date:**

**Re:** Stellar Science Fiction Festival

**Theatre Selection**

I have finalised the arrangements for the Stellar Science Fiction Writer’s Festival with Glenda Breen. As we suspected, she wants Theatre Two adjusted to “a more intimate setting” because they will be holding mostly readings and discussion panels. I suggested that we remove most of the extra seating, bringing it down to about two-hundred and fifty seats, and arrange them in a U-shape as we did for the EMA lectures last November. She seemed happy with that, the only problem is, on the final night of the festival they are holding the Stellar Science Fiction Awards, and she expects it will attract up to three-hundred or even three-hundred and fifty. Would it be possible to put all the seating back in one day? And if so, how much will it cost us in extra labour? I’d appreciate it if you could do the figures and email me.

Confidential