# Example Email to Performers before the event:

Dear XXXXX

Thank you so much for coming to perform at our XXXXX, this will be a wonderful day of celebrating Cultural Diversity here in South Australia. We are so pleased that The Governor and Hon Zoe Bettison MP will also be attending the event!

We have attached a flyer for the event, feel free to put on facebook and promote. It is a Fun Family Day, where everything is free including free facepainting,  free bouncy castle, free henna, and lots of free kids games too! If you would like to share the facebook event, it can be found here: [https://www.facebook.com/events/](https://www.facebook.com/events/191363954660572/)

<YOUR ORGANISATION> Facebook Page is here: <https://www.facebook.com/MCCofSA/>

Just a friendly reminder, we will need you to have unloaded any items on-site before 11.00am on the day of the event at <LOCATION>. After this time you will need to park at XXXXX, across the road XXXXXXX or street parking and bring the items into the square via the pedestrian crossing there. If you need a sound check, please arrive before 11.30am. (Please DO NOT park at the XXXXX, this is for the Minister and His Excellency).

We need to know if you have any technical requirements before this Friday XXXXXX, please be in touch about your requirements so we can organise with our stage and entertainment suppliers.

Attached the run sheet and sitemap for your information where you can find the entrance to the stage. Your performance times are as follows, please meet XXXXX at the time required.

Official speeches will start around 12.30pm, so if you want to be there when the Governor and the Minister is, this is the time.

Arrive 1pm   Performance  1.20pm   Performer 1

Arrive 1.30pm  Performance 1.50pm Performer 2

Arrive 1.50pm Performance 2.15pm Performer 3

Arrive 2.15pm Performance 2.30pm Performer 4

At the stage, XXXX will be managing the staging, so please meet them at least 30 minutes before your performance, ready to perform. Although, on the day, if you have any questions or would like to speak to me, please call Name & Number or myself Name & Number

In the meantime, if you have any questions, please let me know through email.

Kind regards,