

ARTS COUNCIL

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Chairman
Peter Palumbo
Secretary-General
Anthony Everitt

November 29, 1990

Dear David, ✓

I'm writing to congratulate you on being selected to make one of the Arts Council/Late Show one-minute pieces and to introduce myself. My name is Juliet McKoen and I work as Production Consultant for the scheme, approving budgets and schedules, issuing contracts, liaising with the Late Show and generally helping sort out any queries you have.

I'd like to suggest that we have our first meeting on Wednesday 12th December at 10.30am the new Arts Council building in Great Peter Street.

It would greatly speed things along if you would, in the meantime, work on producing a detailed budget and production schedule and bring copies of these to the meeting. Both these need to be approved before we can issue you a contract and release the first instalment of the award so that you can start work.

Please ring me at home on 071-247-1337 between 7-9pm to confirm whether you can make the meeting and to discuss any questions you might have.

I look forward to seeing you in December.
Best wishes,

pp *Smith*

Juliet McKoen X

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