Subject: **Bahrain events**

Dear All,

Following on from my initial meeting with the client last week, I can now confirm that the schedule (see attached chart) will extend **(1)** _____ the first six months of next year (from Jan to June). Please note that the client will announce the events **(2)** _____ 28th January. In order to be **(3)** _____ time for ticket sales we need to have the box office set up during the first half of January. Secondly, selecting suppliers and signing contracts with those suppliers needs to begin **(4)** _____ March. This is a little earlier than normal but I'd like to stay **(5)** _____ of the client's schedule to be safe – you know how clients change things at the last minute and we're all suddenly **(6)** _____! So that we are **(7)** _____ time for the start of the first event, the equipment and furniture needs to be delivered to the venue **(8)** _____ the two weeks prior to the start of the event. So, approximately by 15th June. The client has also asked for entertainment to stay well **(9)** _____ the budget that we have for that. As a result of this, we will need to explore less expensive options for entertainment. Let me know if you have any queries.

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