

Memorandum

To: RCH/MOB/ST/IA/JRH/PDB/DAS/PH/MR/DS/JW/GB/MH
/CS/AK/KK/JE/VT/SK/JG/AB/AH/SW/PS
From: Jade Keynes
Date: 15th September 2014
Subject: Staff Christmas Party 2014

Dear all,

Again this year the Christmas Party will be held at Sandown Racecourse*
The event will be held on Friday 5th December and we will all meet at the
venue at approximately 12pm.

I have attached a sample menu to give you a rough idea of the food
provided, if you have any dietary requirements please let me know as soon
as possible.

Can you please contact Jade Keynes (jade@raphaelltd.co.uk) to confirm
your attendance by Friday 10th October.

*Sandown Racecourse - Sandown Park,
Portsmouth Road
Esher, Surrey
KT10 9AJ