

Delhi Handover ceremony: email received 17<sup>th</sup> December 2009

Dear Nick

It was good to speak to you earlier regarding the Delhi 2010 Flag Handover Ceremony and how people from your local area can get involved in the project.

The nature of the agreed creative concept is such that will require a total cast of over 400 people for the execution of the Handover Ceremony. The total cast requirements have been split into cast segments, each playing a crucial part. For further background about the Handover Ceremony and to see the key criteria for the Mass Cast please see the attached document.

The Mass Cast will make up 290 of the total cast requirements and we would like to offer each Local Authority the opportunity of up to 9 places. There will be a requirement from each Local Authority to select and put forward up to 9 cast participants and underwrite approximately £4,000 for each person to cover the costs associated with their involvement in the project. Once all project costs, flights and accommodation have been fixed we will look to confirm this figure by the end of January.

Once you have had time to read over the full list of requirements please let me know if you have any queries regarding the criteria and the process you wish to undertake in recruiting cast members. Please note that cast participation is voluntary and cast members must be able to commit to the required dates as detailed in the attached document.

We would perhaps recommend that organisations you are targeting propose groups e.g. a minimum of 3 per organisation to encourage and maximise team building. If you have an alternative recruitment strategy please let me know your preferred method.

At this stage we are keen to seek your approval in principle of the project, investment and if you are able to meet the required numbers on offer. As mentioned during our conversation we would like initial feedback and your thoughts on the project by 12<sup>th</sup> January.

I would be grateful if you could consider the next steps and timescales:

- Confirm your Local Authority's approval in principle of the project and investment by 12<sup>th</sup> January
- A full information pack will be sent following approval
- Confirm recruitment methods and start process by end Jan
- Final selection of all 9 people and names to Handover Team by end March

If you have any further questions regarding the criteria or our discussion today please do not hesitate to get in touch.

I look forward to hearing from you  
Kind regards  
Elaine

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