TO: All Employees

FROM: Juanita Jeriz, Marketing Director

RE: Company Meeting Thursday

In less than three months, we will introduce our exciting new Travel Canada© tour package. There will be a meeting this Thursday at 9:30 A.M. in the auxiliary conference room to finalize the Travel Canada© marketing and pricing plans. We are nearly a week behind schedule on this, so any additions or changes to the plans should be submitted by Friday.

Please contact me if you have any last minute suggestions or if you need further information. An overhead display will be available if anyone would like to bring transparencies to illustrate their presentations.

The schedule for the meeting is as follows:

- President’s introduction, 9:30

- Marketing plan final review, 9:45

- Pricing plan final review, 10:45

- Guest speaker, James McKinsey of Canadian Airways, 11:45

Sincerely,

Juanita