



23rd October 2018

All Retailers
The Lanes

Dear Retailer

CHRISTMAS RETAILERS ASSOCIATION MEETING – TUESDAY 13th November 2018

It's Christmas!!! The Lanes Retailers Association meeting will take place on Tuesday 13th November 2018 in the Conference Room, Management Suite (Level 1 of the Car Park) commencing at 10:00 am. This will be our ***Christmas meeting*** and final one of 2018 so please do your best to attend to discuss with colleagues your trading performance to date and the various arrangements for the final weeks of the busiest time of the year. It is expected that this meeting will last approximately one and a half hours. ***Plus, as is tradition, we will be serving mince pies and bubbly, as well as the usual tea and coffee!!!***

If you cannot attend yourself, would you please try and send a deputy and let us know either way by completing the slip below and returning to the Management Suite by **Friday 2nd November 2018**.

If you wish to put forward any points for the meeting, would you kindly contact David Jackson (Commercial Director) Tel: 552976.

AGENDA

1. Welcome/Apologies
2. Minutes of last Meeting - Matters Arising
3. Trading Review
4. Christmas
 - Trading Hours (Late Nights / Boxing Day / New Year)
 - Events / Marketing
5. City Centre Events
6. Any Other Business

Please inform the Management Suite if you are going to attend by either:

Returning this slip to the Management Suite Office or:

Fax: 819993
Telephone: 529356
Email: marketing@thelanesshopping.co.uk
Or hand in to the Fragrance Shop to be collected by us

Retailers' Association Meeting - Tuesday 13th November 10:00 a.m.

Shop Name

Attending Meeting **YES / NO**

Attendees Name and Position