

Name _____ Date _____

Plans for the Summer Fair

Hi there:

I'm sending this e-mail to everybody who signed up to help out at the summer fair on July 10. Thank you very much for putting your name on the list. If your plans have changed and you cannot help out, please reply to this message to let me know.

The fair will be held at the Oak Valley Center at 4256 Broad Street. It will start at 1 P.M. and end at 5 P.M. We need twenty people to help set up at 7 A.M. We also need people who can stay late to clean up.

Right now, we plan to show a movie at 3 P.M. in the main hall. We will also have face painting, lots of games, a storyteller, and crafts for kids. Jack Kaplan will teach kids how to make a monkey and other animals out of balloons. Emily Youn will let kids pick a plant and then paint a flowerpot for it. If you have other ideas for crafts, please let me know. Outside the building, we will have moon bounces and pony rides.

We are trying to make this a fun, healthy event. We will not sell candy, but we will sell popcorn without butter. We will have a baking booth, where kids can decorate a low-fat cookie or brownie. We will also sell veggie sticks, like carrots and celery with dip. Mr. Smith's Snow Cone Cart will sell cherry and blueberry snow cones. His snow cones use very little sugar.

We hope this event will raise enough money to pay for a new basketball court at the center. With your help, we can reach our goal.

Thanks again,
Arun Sharma