

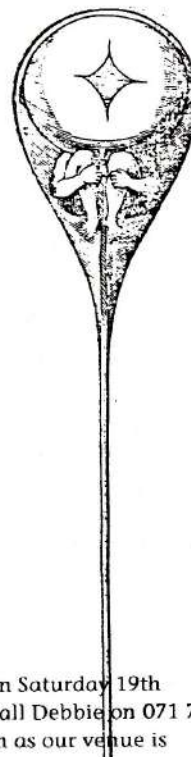
The Leydig Trust

Fund-Raising for The Integration Trust (Charity Registration No 283350)

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Nich Overend
Norman Wand
Nicola Barker



Dear David,

Thanks for agreeing to contribute to the events at the 1994 Planet Sex Ball on Saturday 19th March. I hope that everything is OK but, if you have any questions, please call Debbie on 071 739 0388. If you have friends who want to buy tickets, please do encourage them as our venue is enormous and we want to fill it with lovely people.

For security reasons, we will be issuing you each with passes on which there will be a photo of yourselves, so please supply us with a passport size photo of each of you, AS SOON AS POSSIBLE. Then, remember to bring your pass along with you, otherwise you won't be let in.

Your involvement with the Ball will entitle you all to become members of **The Planet Sex Club**, which offers you discounts at all the major clubs, shops etc. Ask for the membership cards and lists at the Ball if you don't get them beforehand.

Everyone must arrive at the Warehouse in Royal Victoria Dock, London E6 (see map) by 5.30. For those of you who don't need to arrive earlier and don't have your own transport, we are laying on a bus going from our office at 135 Curtain Road London EC2. **The bus will leave at 4.45pm.** Another bus will return volunteers at 3.30 am to central London.

Those arriving independently, should study the enclosed map and instructions

Please understand that, unless prior arrangements have been made, the volunteers' / staff door will be shut at 5.30pm and late-comers won't be admitted. This is because, sadly, in past years, people have arrived late and tried to push into the queue of guests, got inside when it was too late for us to tell them where to go, and inconvenienced us in more ways than you can imagine. So arriving by 5.30pm is essential. You may, of course, arrive early — especially if you're decorating your stand or need to rehearse..

If, for some reason, you can't come, please let us know by calling the office on 071 739 0388 or the venue on 0860 486115 or 0956 256858.

The banquet diners will arrive at 7.30pm but they will be sitting in the marquee and the buffet guests won't arrive until 9pm, so you will be able to put last minute finishing touches to stalls etc. until 9pm.

RECEIVED 12 MAR 1994

Phoned 14/3/94
(after) request for
one table

The stalls are 4 metres square, and fencing can surround them to hang things from, and black drapes / material supplied to cover the fencing. We will supply a table and chairs. Other display materials and tools need to be brought along. Make sure you bring everything you need because there are no shops in the area. Please make the stall look as professional as you can and try to keep it uncluttered and attractive. If you abandon it, it will soon look like a rubbish tip, so let us know if you decide to leave and we can close it off.

You are welcome to eat the buffet but will have to buy your own drinks from the bar (or you can bring your own). Please note that we are not allowed to permit smoking in the area where the stalls are, because it's all bare wood but you can smoke in the other areas.

People selling their own items are asked to donate half of what they sell to the Trust. We are dealing in tokens rather than money, so you will have to bring your tokens to be exchanged for the money at the end (or during the next week). Bring plenty of cards and leaflets so people will have somewhere to find you in the future. You may promote yourselves as much as you like on your stall, but we do ask that people do NOT put flyers on other tables, on the cars in the car park, hand them out to guests or stand giving them out at the door.

If you are taking part in the performances or fashion shows, you will have use of the changing rooms, and please note that the back-stage area is on the balcony above the stage. Getting up and down the stairs is not the ideal, but I hope your performers / models will manage. The stage will have a catwalk for the fashion shows. You can use the Wendy House to the side of the stage to crawl out of if you wish.

Technical details of sound, light, powerpoints or construction can be discussed with **Richard Able on 0692 536025 (phone/fax).**

We have the venue from Wednesday onwards but people wanting to work on their stands before Saturday should let us know so we can inform the security guard on the gate.

I should warn you that we have had a serious theft problem at past events and, although we are stepping up on security, we strongly advise you to make sure all money and valuables are kept safely (never out of sight) or put in the cloakroom or our security office (still at your own risk). Don't display anything valuable that can be taken down or pocketed. However much you want the guests to see things, be sensible. Even six-foot furry penises have been stolen.

I'm afraid that our budget cannot run to paying travel or any other expenses, but we hope that everyone will enjoy making their contribution for the love of it, and for the fact that you will be contributing to a charity which transforms the private lives of disabled people, and you will be getting free entrance to what may well turn out to be one of the most exciting events in history!

Should you need accommodation near the Ball, there's the local workman's Barge Public House at £12 a night, including large evening meals, at 271 Victoria Dock Road, London E16, tel 071 511 3549. Further away and one step up is The Inner London Hotel, on 071 538 0123 and the hotel where most guests are staying is the International on the Isle of Dogs on 071 712 0100 — ask for The Planet Party to get discounts (£50 double room).

One last thing: because of where the Ball is being held, we are keeping a 'respectable' public image and the ball is being called PLANET X on the outside. When talking to officials or people on the security gate, please remember this at all times. If, by chance, you are doing interviews with the press about the forthcoming event, please also use this name.

Thanks for your involvement, I really hope that you enjoy yourselves, and find that the night benefits you in many ways.

Yours,

A handwritten signature in black ink, appearing to be 'Lizzy' or similar, written in a cursive style.