

DMJones

& Associates Inc.

EVENT MANAGEMENT AND
SPONSORSHIP CONSULTING

April 18, 2007

To Whom It May Concern,

It is with great pleasure that I write this letter of recommendation for Kristin Melvin.

Kristin's assistance with the BC Women's Hospital & Health Centre Foundation's *Illuminations* Fundraising Luncheon 2007 commenced on September 27th 2006 and concluded on November 9th 2006.

Leading up to the event, she was responsible for contacting potential event sponsors, maintaining an event guest list, creating a workable floor-plan, and designing effective centerpieces. On event day, she oversaw the décor of the ballroom, helped manage a team of 20 volunteers and saw to it that the event flowed in a prescribed timely manner.

Kristin's excellent event management skills, as well as her ability to multi-task, contributed to the success of this event. In office, she was timely, resourceful and productive. On site she was well prepared and conducted herself with utmost professionalism. Her creative ideas and discriminating attention to detail resulted in beautiful table top centerpieces that were enjoyed by all attendees.

I recommend Kristin Melvin for a position in event management or event decor without any hesitation. She will be a valuable asset to any such organization.

Sincerely,

DM Jones & Associates Inc.



Deborah M Jones
President