

October 22, 1998

Lailee Bakhtiar van Dillen Afsanehaye Rouh 46 N. San Pedro Rd San Rafael, CA 94903 PROFESSIONAL SEMINARS COMMUNITY BOOK SOURCE READ ALOUD DAY INTERNSHIPS JOB BANK

## Dear Lailee:

I am writing to confirm your commitment to host 45 minutes at the Allen Ginsberg Poetry Cafe during the Book Festival, November 7th and 8th, 1998. The Book Festival will be held at the Concourse Exhibition Center - located on 7th and 8th Streets at Brannan in San Francisco; the enclosed promotion booklet contains detailed directions and information on parking.

Your poets are scheduled to appear at 4:00 p.m. on Sunday, November 8, 1998.

We ask that the poets check in with Joyce Jenkins at the Poetry Flash Literary Corner at least 15 minutes prior to their scheduled appearance. Enter the Concourse at the 7th Street entrance, turn left up ramp and follow to the Poetry Flash Literary Corner - I am including a floor plan with the relevant area marked. (The Poetry Cafe is located in that same area.) I am also including a letter from Joyce Jenkins regarding Poetry Cafe arrangements both prior to, and during the Festival.

Please forward this information to the appropriate poets. If you have any questions please call me at 415-908-2833. Thank you for helping us to make the Book Festival a great success.

Patrick Briggs

Festival Assistant

Enclosures