

Memo

To: Dr. Donovan

From: Your Name, ID#, PA XXXX-YY

Date: today

Re: Proposal Idea

Organization: I work for a non-profit organization called the ABC Lecture series located in northern New Jersey. It has several hundred members who join annually to be part of our lecture series. We host lecture luncheons each month over the course of a year and our membership gets you into the lunches from our nationally famous speakers.

Data on paper: Currently we keep all our records on 3x5 cards in shoe boxes—that is everything from member's info, who has paid, when and so forth. We also have to keep track of who attended which event and where they sat since we rotate people so no one always gets front table seats etc.

Solution: I propose that I take all our member and program data and put it into a new state-of-the art Microsoft Access database which will give us instant access to all our membership, dues, attendance and related records as well as make creating reports and sending mailings a snap.