

22 January 2018



Dear Sir/Madam

**THREE FESTIVALS TALL SHIPS REGATTA – 25 – 28 MAY 2018
LIAISON OFFICERS RECRUITMENT**

I am writing to you regarding the impending visit of the tall ships in May 2018 as part of the Three Festivals Tall Ships Regatta. In conjunction with Sail Training International, Liverpool is proud to be hosting the start of the initial leg of this event, which sees the Regatta start in Liverpool, sail to Dublin and then onto Bordeaux.

To facilitate the visit of the tall ships and their crews whilst in port we need to recruit volunteer Liaison Officers. As with previous tall ships visits in 2008 and 2012 we have recruited volunteer Liaison Officers predominantly from the sailing and maritime community. Liaison Officers are for the crews and the sail trainees the critical point of contact with the port organisation and the city throughout the event. A draft Liaison Officer job description is attached for your information. This outlines the key responsibilities of the role.

If you or any of your members are interested in becoming Liaison Officers we are holding a welcome reception on Tuesday 27 February 2018 at 6.30pm. A presentation will be given and there will also be an opportunity to speak with officers from Culture Liverpool and past Liaison Officers from the tall ships 1984, 1996, 2008 and 2012.

The meeting will take place in the Cunard Room, 6th Floor, Cunard Building, Liverpool L3 1DS. There is parking around the building in Brunswick Street and Water Street which is free after 6.00pm. Tea, coffee and light refreshments will be available.

It would be very much appreciated if you could circulate this letter to your members to make them aware of this opportunity. Any interested members who wish to attend the presentation can contact me either by e-mail: susan.mcadam@liverpool.gov.uk or by telephone: 0151 233 0191 to confirm their attendance.

Yours faithfully

S McAdam

Sue McAdam
Event Manager