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MEMORANDUM

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TO: The Hub Staff

FROM: Your Name, Office Specialist

DATE: Current Date

SUBJECT: DJ Smash Hit Night

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We are excited to announce an upcoming special DJ event. Next Saturday night, we will host the fantastic DJ Smash. Straight from the many hot spots of New York, DJ Smash will rock The Hub like no other DJ. His mixes are unique and really get the crowd moving. The Hub has never had such an internationally renowned DJ appear here.

Since we expect this event to draw one of the largest crowds, we are requesting the entire staff to work that night. Without additional help on Saturday, we will not be able to welcome such a popular star. If you are unavailable to work on this very exciting night, please contact Joe by Wednesday.

**REMEMBER:**

- We expect our largest crowd
- Entire Staff needed
- Contact Joe by Wednesday



1. Use Hub letterhead to keep a consistent look to all correspondence.
2. Align the recipient's name, date and subject line using the Tab key.
3. Single space the body of the memo, and double space between paragraphs.
4. To avoid overwriting your original document file Save As Interoffice Memo.
5. Easy to read font in 10-12 pt.
6. Be sure to set your line spacing to single with no space between paragraphs.
7. Proofread your work and make sure it fits on one page.
8. Save As Interoffice Memo.
9. Email the saved file as an attachment to Mrs. Denning.