



21<sup>st</sup> February 2023

Dear Sir or Madam

**To whom it may concern:**

I am writing to recommend Chris Roaf. We worked together on the Hyper Japan Festival 2022. He was an Event Organiser and Producer at Cross Media, and my company, On Show Events, was contracted to assist with operations.

During our time working together Chris proved a very competent project manager, and event planner. He oversaw many aspects of the event, including producing content for 2 stages over 3 days, an independent concert program, as well as working with the operations and sales team to organise and manage the event.

Chris was a delight to work with and went the extra mile to ensure that the event was delivered within budget and on schedule. He brought key ideas that helped shape our conversations and was able to foresee and resolve issues before they arose. I would not hesitate to recommend him as an employee or to work with him again myself.

Should you have any further questions about him, feel free to reach me at [tom@onshowevents.com](mailto:tom@onshowevents.com)

Yours sincerely,

A handwritten signature in black ink that reads 'Tom Spencer'. The signature is written in a cursive style with a horizontal line underneath.

Tom Spencer

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