

Arts, Music & Creative Camp Business Guide

Delayed-project message

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Your [project] needs more time because [factual reason]. The new collection or delivery plan is [plan]. We are responsible for [remaining work]. Please contact [person] if this creates a problem. We will update you again on [date] if the plan changes.

Do not invent a guaranteed finish date when a supplier has not confirmed it.