MEMO

To: General Manager

From: Student Name

Date: Today’s Date

Subject: Renovation Survey Results

Here are the results of the member survey. I have also included information about the potential costs associated with each item. We can use this data to help us decide where we want to focus our resources during the renovation.

Area Want Do not Care Do not Want Potential Cost

Reception 15 18 2 $8,500.00

Tennis court 19 10 5 $50,000.00

Racquetball court 25 15 7 $50,000.00

Equipment room 45 22 2 $75,000.00

Lap pool 8 5 12 $115,000.00