

PR Event Logistics Confirmation

Dear [Recipient's Name],

We are pleased to confirm the audiovisual requirements for the upcoming PR event scheduled on [Event Date] at [Event Location]. Below are the details regarding the audiovisual setup:

Audiovisual Requirements

- **Projector:** [Number of Projectors] - [Type/Model]
- **Screen:** [Size and Type]
- **Sound System:** [Details of Microphones and Speakers]
- **Lighting:** [Type of Lighting Required]
- **Live Streaming:** [Yes/No, Details if applicable]

Please confirm that the above requirements align with your expectations. If there are any additional requests or changes needed, feel free to reach out.

We look forward to a successful event!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]