

Engagement Letter for Event Coordination Services

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client's Name]
[Client's Title]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Thank you for choosing [Your Company] to provide event coordination services for your upcoming event, [Event Name]. We are excited to collaborate with you and ensure its success.

Scope of Services:

We will provide the following services:

- Event planning and logistics
- Vendor coordination
- Budget management
- On-site support
- Post-event evaluation

Fees:

Our fee for the services outlined above will be [Fee Amount], due [Payment Terms].

Please confirm your acceptance of this engagement by signing and returning a copy of this letter. We look forward to working with you to create a memorable event.

Sincerely,

[Your Name]
[Your Title]

Accepted by:

[Client's Name]

[Date]