

Event Logistics Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Event Logistics for Charity Fundraiser

Dear [Recipient's Name],

We are pleased to confirm the logistics for the upcoming charity fundraiser scheduled on [Event Date] at [Event Venue]. Below are the details:

Event Details

- **Event Date:** [Event Date]
- **Event Time:** [Start Time] - [End Time]
- **Venue Address:** [Venue Address]
- **Expected Attendance:** [Number of Guests]

Logistics Overview

- **Setup Time:** [Setup Start Time]
- **Breakdown Time:** [Breakdown Start Time]
- **Sound and AV Requirements:** [Describe Needs]
- **Catering Services:** [Catering Details]
- **Decor and Setup:** [Description of Theme or Decor]

Point of Contact

Should you have any questions or require further assistance, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your commitment to making this event a success. We look forward to a memorable evening in support of [Charity Cause].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]