

Event Logistics Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Organization]

Subject: Confirmation of Logistics for [Music Festival Name]

Dear [Recipient's Name],

We are pleased to confirm the logistics for the upcoming [Music Festival Name] scheduled on [Event Date] at [Event Location]. Below are the key details:

Event Schedule:

- Setup Date: [Setup Date]
- Festival Hours: [Start Time] - [End Time]
- Load-Out Date: [Load-Out Date]

Logistics Details:

- Vendor Check-In: [Check-In Time]
- Parking Arrangements: [Parking Details]
- Stage Setup: [Stage Configuration Details]
- Sound Check Times: [Sound Check Schedule]

Contact Information:

If you have any questions or require further information, please feel free to reach out to me at [Your Email] or [Your Phone Number].

Thank you for your cooperation. We look forward to a successful event!

Sincerely,
[Your Name]
[Your Position]
[Your Organization]