

Engagement Letter for Event Broadcasting Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Engagement for Event Broadcasting Services

Dear [Client's Name],

We are pleased to confirm our engagement to provide event broadcasting services for your upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. This letter outlines the scope of our services and the terms of our engagement.

Scope of Services

Our services will include:

- Pre-event planning and consultation
- Setup and management of broadcasting equipment
- Live streaming of the event
- Post-event editing and archiving

Fees

The total fee for our services will be [Insert Amount], payable [Insert Payment Terms].

Acceptance of Terms

If you agree to the terms outlined in this letter, please sign and return a copy to us by [Insert Deadline].

Thank you for choosing [Your Company Name]. We look forward to contributing to the success of your event.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreement Signature

[Client's Name]

Date: _____