

Event Logistics Finalization Details

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Finalization of Event Logistics for [Event Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm the final logistics for the upcoming [Event Name] scheduled for [Event Date] at [Event Venue]. Below are the final details:

Event Overview:

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

Logistics Details:

- **Setup Time:** [Setup Start Time]
- **Breakdown Time:** [Breakdown Start Time]
- **Catering:** [Catering Details]
- **AV Equipment:** [AV Requirements]
- **Transportation:** [Transportation Arrangements]

Contact Information:

For any inquiries or issues during the event, please contact:

- **[Your Name]:** [Your Phone Number] / [Your Email]
- **[Logistics Coordinator Name]:** [Coordinator Phone Number] / [Coordinator Email]

Thank you for your attention to these details. Looking forward to a successful event!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]