

Sound and Lighting Coordination Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are excited to collaborate with you for the upcoming charity event, **[Event Name]**, scheduled for **[Event Date]**. Our goal is to create an unforgettable experience that maximizes the impact of your cause.

Coordination Details

Sound Equipment:

- Type of Sound System: [Insert details]
- Microphones: [Insert details]
- Setup Time: [Insert time]
- Sound Check: [Insert time]

Lighting Setup:

- Type of Lighting: [Insert details]
- Special Effects: [Insert details]
- Setup Time: [Insert time]

Additional Notes

We recommend having a technician present during the event for any immediate adjustments that may arise.

Thank you for entrusting us with the sound and lighting coordination for your charity event. We look forward to making it a success!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]