

# Sound and Lighting Coordination

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Position]

[Insert Company/Organization Name]

[Insert Address]

Dear [Recipient Name],

We are excited to confirm the coordination of sound and lighting for the upcoming [Festival Name] scheduled to take place on [Event Dates]. As part of the logistics team, we would like to ensure that all technical aspects are perfectly aligned to provide an unforgettable experience for our attendees.

Here are the key aspects we would like to address:

- Sound Setup: [Details about sound equipment, speakers, and placement]
- Lighting Plan: [Details about lighting design, fixtures, and ambiance]
- Schedule: [Timeline for setup and sound checks]
- Contact Information: [Key personnel and their roles]

We also request a meeting to finalize details and discuss any specific requirements or concerns you may have.

Thank you for your cooperation. We look forward to working together to make [Festival Name] a great success.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]