

Sound and Lighting Coordination for Gala Dinner

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Subject: Coordination for Sound and Lighting at Gala Dinner

Dear [Vendor Name],

I hope this message finds you well. As we approach the date of our upcoming Gala Dinner on [Event Date], I would like to confirm the details regarding sound and lighting coordination for the event.

Event Details

- Date: [Event Date]
- Venue: [Venue Name & Address]
- Event Start Time: [Start Time]
- Event End Time: [End Time]

Sound and Lighting Requirements

We would like the following arrangements:

- Sound System: [Details]
- Microphones: [Details]
- Lighting Setup: [Details]
- Any additional equipment required: [Details]

Schedule

The setup will begin at [Setup Start Time] and we would appreciate your team's presence for testing on [Testing Date & Time].

Please confirm your availability and any additional requirements you may have. Thank you for your attention to detail, as we aim to create an unforgettable experience for our guests.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]