

# Sound and Lighting Coordination for Theatrical Performance

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Coordination of Sound and Lighting for [Performance Title]

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming performance of [Performance Title] scheduled for [Performance Date], I would like to outline the coordination requirements for sound and lighting to ensure a seamless experience for both the audience and the performers.

## Performance Details

- **Venue:** [Venue Name]
- **Performance Dates:** [Dates]
- **Rehearsal Dates:** [Rehearsal Dates]

## Sound Requirements

We require the following sound equipment:

- Microphones: [Type and Number]
- Speakers: [Type and Number]
- Mixing Console: [Brand and Model]

Please ensure that our sound technician, [Technician Name], will have access to the venue at least [Hours] hours before the performance for setup and sound check.

## Lighting Requirements

The following lighting setup is needed:

- Stage Lights: [Type and Number]
- Follow Spots: [Type and Number]
- Light Board: [Brand and Model]

Our lighting designer, [Designer Name], requires access to the venue for setup and cue programming prior to performances.

## **Communication and Coordination**

Please confirm that our sound and lighting personnel will be able to communicate effectively during rehearsals and performances through the use of [Communication Tool]. Regular check-ins will help ensure that any adjustments can be made promptly.

Thank you for your attention to these details. I look forward to your prompt confirmation and collaboration as we work together to make [Performance Title] a success.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]