

Sound and Lighting Coordination Letter

Date: [Insert Date]

To: [Client/Company Name]

Attn: [Contact Person]

[Company Address]

[City, State, Zip Code]

Dear [Contact Person],

We are excited to partner with you for the upcoming trade show scheduled for [Event Date] at [Event Location]. To ensure an effective presentation, we would like to confirm the sound and lighting coordination for your exhibition space.

Sound Coordination

- Sound System Requirements: [Specify requirements]
- Microphones: [Specify number and type]
- Speakers Setup: [Describe arrangement]

Lighting Coordination

- Lighting Type: [Specify types such as LED, spotlight, etc.]
- Areas of Focus: [Specify key areas to be lit]
- Dimming and Effects: [Describe any necessary effects]

We will also require the following from your team:

- Tentative Schedule: [Request schedule]
- Electrical Requirements: [Specify power needs]
- Access Arrangements: [Discuss access to the venue]

We look forward to discussing this further and ensuring a successful show for your brand. Please feel free to reach out with any questions or additional requests.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]
[Your Contact Information]