

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the seasonal position of **Festival Event Coordinator** for the upcoming [Name of Festival].

Employment Period:

Your seasonal employment is scheduled to begin on [Start Date] and is expected to conclude on [End Date].

Compensation:

You will be paid [Hourly Rate/Salary] per [Hour/Week], payable on a [Weekly/Bi-weekly] basis. This position is seasonal and does not include long-term company benefits.

Duties and Responsibilities:

In this role, your primary responsibilities will include:

- Assisting with site layout and vendor coordination.
- Managing event staff and volunteers.
- Overseeing logistical setup and breakdown.
- Ensuring adherence to the event schedule and safety protocols.

Schedule:

Your work schedule will be determined by the event needs, which may include weekends, evenings, and holidays leading up to and during the festival dates.

This offer is contingent upon [Background check/Reference check/Documentation].

To accept this offer, please sign and return this letter by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

Acceptance:

I accept the seasonal position of Festival Event Coordinator under the terms described above.

Signature: _____ Date: _____