

Event Proposal

_____ [Title of Event]
hosted by _____ [Name of Hosts]

Prepared for: _____ [Name of event sponsor(s)]
_____ [Affiliated Organization]
_____ [Contact Details]

Prepared by: _____ [Name of event organizer(s)]
_____ [Affiliated Organization]
_____ [Contact Details]

1. Aim of Event

Include a detailed description of the context and purpose of the event.

2. Proposed Dates/Times

I/We propose that the event should take place on one of the following dates:

Option 1: _____ [DD/MM/YYYY] from _____ [XX:XX am/pm] to
_____ [XX:XX am/pm]

Option 2: _____ [DD/MM/YYYY] from _____ [XX:XX am/pm] to
_____ [XX:XX am/pm]

Option 3: _____ [DD/MM/YYYY] from _____ [XX:XX am/pm] to
_____ [XX:XX am/pm]

3. Proposed Location

I/We propose that the event should take place at one of the following locations:

Option 1: _____ [Venue Name], _____ [Address]

Option 2: _____ [Venue Name], _____ [Address]

Option 3: _____ [Venue Name], _____ [Address]

4. Anticipated Activities

I/We anticipate the following activities to take place at this event:

- _____ [Activity Name] provided by
_____ [Responsible party/organization]
- _____ [Activity Name] provided by
_____ [Responsible party/organization]
- _____ [Activity Name] provided by
_____ [Responsible party/organization]
- _____ [Activity Name] provided by
_____ [Responsible party/organization]
- _____ [Activity Name] provided by
_____ [Responsible party/organization]

5. Anticipated Number of Guests

I/We anticipate _____ [X#] of guests to be present at this event, including
_____ [X#] of children and _____ [X#] of adults.

6. Food and Beverages

This event will be:

- Self-catered by hosts
- Catered by local restaurant(s)
 - _____ [Name of restaurant],
_____ [Food/drink to be provided]
 - _____ [Name of restaurant],
_____ [Food/drink to be provided]

- _____ [Name of restaurant],
_____ [Food/drink to be provided]

Details:

List all of the further details related to food and drink including any menus, contact details, or restrictions.

7. Promotion

I/We plan to execute the following marketing/promotional activities ahead of this event:

- _____ [Activity 1]
- _____ [Activity 2]
- _____ [Activity 3]
- _____ [Activity 4]
- _____ [Activity 5]

8. Budget

I/We anticipate the following budget for this event:

Costs	
Venue Rental	[\$XX.XX]
Activity Fees	[\$XX.XX]
Food & Beverages	[\$XX.XX]
Set-up/Clean-up	[\$XX.XX]
Marketing and Promotion	[\$XX.XX]
Miscellaneous	[\$XX.XX]
Total:	[\$XX.XX]
Revenue	
Estimated ticket sales	[\$XX.XX]
Estimated sponsorships/donations	[\$XX.XX]

9. Next Steps

Please review the above proposal by _____ [DD/MM/YYYY] and kindly let me/us know of any objections or concerns.

Include any other details related to the next steps here.

Many thanks,

[Name of organizer]

[Organization]

[Contact Details]