

# Event Proposal Template



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Type: \_\_\_\_\_ Attendees (How Many): \_\_\_\_\_

## Event Outlook and UVP:

## Event Budget (What is it?)

Company Name: \_\_\_\_\_ Industry: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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## Company Overview (More about you)

## Target Audience (Who is the event for?)

## Event History (Have you ran an event before?)

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## Event Promotion (How will you promote it?)

## Event Content (What will you deliver on the day?)

## Event Notes (Anything else?)