

Event Proposal Template



Name: _____

Format: _____

Location: _____ Date and Time: _____

Target Audience and Attendee Targets:

Executive Summary (Theme, Vision and Objectives)

Event Format and Content Direction (What will you deliver on the day?)

Event Proposal Template



Logistics and planning (Venue, Tech Requirements, Staffing)

Budget Breakdown:

Timeline:

Event Proposal Template



Marketing Strategy:

Event History Case Study (if applicable):

Additional Notes: