

Event Proposal



Arrange a company event that will be one for the books

Event Overview

EVENT NAME	What's the name of the event?
DATE AND TIME	When will it happen?
VENUE	Where will it take place?
NUMBER OF ATTENDEES	How many people are expected to attend?
AMOUNT REQUIRED	What's the estimated cost for holding this event?
PREPARED BY	Who created this proposal?

Event Description

Brief Description

What will the event be about? Is it an awards ceremony? A product launch? A workshop?

Objectives

What are you trying to achieve by holding this event? List at least three.

Benefits

Will the event attract more investors and customers? Will it improve employee morale and engagement? Enumerate at least three.

Proposed Program

Start Time	End Time	Activity
------------	----------	----------

00:00	00:00	What's the main event for this time slot?

Notes

Use this space for special requests or reminders for the reviewer or approver of the proposal