



# Event Proposal Template

Personal Details	
Name	
Company name	
Company website	
Contact phone #1	
Contact phone #2	
Email	

Event Details	
Name	
Location	
Date	
Time	
Number of guests	
Scope	
Goals	
Additional notes	



Event Costs		
Total projected cost		
Expense breakdown	Cost 1	
	Cost 2	
	Cost 3	
	Cost 4	

Stakeholder Signatures	
Name	Signature
Stakeholder 1	
Stakeholder 2	
Stakeholder 3	