**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 |  |

*Plan your events efficiently with* [*Plaky.com*](http://plaky.com/)