



Event Proposal Template

Organizer information	
Contact person	
Company name	
Company website	
Contact phone #1	
Contact phone #2	
Email	

Event overview	
Event title	
Location(s)	
Date(s)	
Time	
Number of guests	
Scope	
Goals	
Expected outcomes	
Additional notes	



Event costs		
Total projected cost		
Expense breakdown	Venue	
	Catering	
	Entertainment	
	Audiovisual equipment	
	Marketing & promotion	
	Transportation & parking	

Stakeholder signatures	
Name	Signature
Stakeholder 1	
Stakeholder 2	
Stakeholder 3	