

# EVENT PROPOSAL TEMPLATE

Company Name

Company Logo

<b>ABOUT US</b>	Enter info here.	
<b>WHY WE'RE THE RIGHT FIT FOR YOU</b>	Why our services best suit the event	
<b>SERVICES OFFERED</b>	• List service offerings and capabilities here. •	
	•	•
	•	•
<b>SCOPE OF WORK</b>	What we will accomplish	
<b>PROPOSED TEAM LEADS</b>	Include description of team event experience. Include how relationship will be managed and expectations met and who will provide X type of services, resources, etc.	
<b>COMMITMENT TO QUALITY</b>	Include as much information about performance expectations, etc.	
<b>SPECIAL REQUIREMENTS</b>	Licensing, permits, insurances, etc.	
<b>EVENT SUMMARY</b>	Explain how you will work to bring to life the client's vision for the event.	
<b>TIME FRAME</b>	Provide timeline of planning stages leading up to event and timeline of event.	
<b>PRICING / PAYMENT</b>	Overview of pricing structure and payment terms	

<b>EVENT NAME</b>	
<b>EVENT DATE</b>	
<b>EVENT TIME</b>	
<b>VENUE</b>	
<b>LOCATION</b>	
<b>GUEST COUNT</b>	
<b>THEME</b>	
<b>KEY MESSAGING</b>	
<b>EVENT GOALS</b>	

<b>ESTIMATED FEE COSTS</b>	Detail costs per hour for services like project management, venue and supplier sourcing, event set-up, registration and on-site coordination, wrap-up, etc. List cost per hour and number of hours per task.
<b>ESTIMATED HARD COSTS</b>	List cost per job details, such as venue rentals, catering, signage, advertisement, giveaways, photographers, A/V, entertainment, staging, etc.
<b>ESTIMATED TOTAL</b>	

<b>SIGNATURES</b>	<b>EVENT PLANNERS</b>	PRINTED NAME	<b>CLIENT</b>	PRINTED NAME
		SIGNATURE		SIGNATURE
		DATE		DATE

## **DISCLAIMER**

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