



LOGO
HERE

Event Proposal

CLIENT NAME



Email
yourbusiness@email.com



Phone
300 1234 56 78



Website
www.yourbusiness.com

Event Overview

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Date of the event



Location

Expected Results

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Goals

By outlining the event's aims, you may demonstrate to the customer your commitment to assisting them in achieving those particular objectives.

✓ Objectives

1. Quantity of participants.
2. Raising a specific sum of money.
3. And other objectives of this kind.

✓ Scope of Services

the services you are suggesting for this particular event should be clearly stated in your proposal

1. Service Name

Descibre your service here, tell your client more about what you do.

2. Service Name

Descibre your service here, tell your client more about what you do.

3. Service Name

Descibre your service here, tell your client more about what you do.

4. Service Name

Descibre your service here, tell your client more about what you do.

Timeframe

To complete the work outlined in the project scope, we'll need approximately six weeks to the going live date, depending on feedback at each milestone. Upon signing the proposal, we are prepared to start work immediately.

Phase	Week
Discover Meeting	1
Research and Audit	1-2
Present Strategy	2-3

Our team

If you collaborate with a few other event planners, for instance, you may mention each individual and their duties.



Name

Quick description about the role and responsibilities



Name

Quick description about the role and responsibilities



Name

Quick description about the role and responsibilities



Name

Quick description about the role and responsibilities

About us

You may do this by incorporating a number of significant facts, reminders, or concepts that show your familiarity with that specific event.

Past Projects

Brief description about this project, responsibilities, results. This build trust and shows you have experience in the field.



Your Investment

Example. Our fees are based on the time required and will be billed at the all-inclusive fixed rate of \$150.00 per hour for the contract period of one year from the date of the contract.

Expenses for travel, meals, lodging, printing, and report production are charged as part of the all-inclusive rate above. We are sensitive to the financial challenges facing and want to minimize fees to the extent possible within the scope of the project.

Your company provides the following estimate based on the project summary provided:

Description	Rate	Hours	Price
Project Estimate	\$150	50	\$7,500
TOTAL			\$7,500

Next Steps

Upon approval of budget, a detailed workback schedule will be provided, with key deliverable dates. A letter of agreement will be forwarded to you.

Once received we will then set up a kick-off meeting to discuss any changes to the deliverables.

If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.

Your name, your role

Your company