**EVENT PROPOSAL TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **Company Name** |  | **Company Logo** |
| **ABOUT US** | Enter info here. |
| **WHY WE’RE THE RIGHT FIT FOR YOU** | Why our services best suit the event |
| **SERVICES OFFERED** | • List service offerings and capabilities here. | •  |
| •  | •  |
| •  | •  |
| **SCOPE OF WORK** | What we will accomplish |
| **PROPOSED TEAM LEADS** | 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. |
| **COMMITMENT TO QUALITY** | Include as much information about performance expectations, etc. |
| **SPECIAL REQUIREMENTS** | Licensing, permits, insurances, etc. |
| **EVENT SUMMARY** | Explain how you will work to bring to life the client’s vision for the event. |
| **TIME FRAME** | Provide timeline of planning stages leading up to event and timeline of event. |
| **PRICING / PAYMENT** | Overview of pricing structure and payment terms |

|  |  |
| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE** |  |
| **EVENT TIME** |  |
| **VENUE** |  |
| **LOCATION** |  |
| **GUEST COUNT** |  |
| **THEME** |  |
| **KEY MESSAGING** |  |
| **EVENT GOALS** |  |

|  |  |
| --- | --- |
| **ESTIMATED FEE COSTS** | 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. |
| **ESTIMATED HARD COSTS** | List cost per job details, such as venue rentals, catering, signage, advertisement, giveaways, photographers, A/V, entertainment, staging, etc.  |
| **ESTIMATED TOTAL** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SIGNATURES** | **EVENT PLANNERS** |   | **CLIENT** |  |
| **PRINTED NAME** | **PRINTED NAME** |
|  |  |
| **SIGNATURE** | **SIGNATURE** |
|  |  |
| **DATE** | **DATE** |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |