

Charity Gala Event Proposal

Organization Name:

Date of Proposal:

1. Event Overview

Proposed Event Name:

Event Date:

Venue/Location:

Event Time:

Expected Attendance:

2. Purpose of the Event

[Describe the main purpose and objectives of the charity gala event.]

3. Event Program Outline

Time	Activity	Description

4. Target Audience

5. Fundraising Goals

Fundraising Target Amount:

Beneficiary/Project Supported:

6. Budget Overview

Item	Estimated Cost	Notes

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7. Sponsorship & Partnerships

[Outline potential sponsors, partnership opportunities, and sponsorship packages if available.]

8. Marketing & Promotion

[Describe the proposed marketing and promotional activities for the event.]

9. Contact Information

Primary Contact Person:

Email:

Phone:

10. Additional Notes
