

# Business Event Concept Proposal Form

Event Name

Enter event name

Proposed Date

Venue / Location

Enter location

Organizer

Enter organizer's name

Contact Email

Enter email

Expected No. of Attendees

Target Audience

e.g. Executives, Clients

Event Objectives

Briefly describe the event objectives

Concept / Theme

Briefly describe the proposed concept or theme

Key Activities / Agenda Outline

List main activities, sessions, or agenda highlights

Estimated Budget

e.g. \$15,000

Support or Resources Required

Briefly describe any support or resources needed