

Company Retreat Event Proposal

1. Event Overview

Event Name: _____

Date(s): _____

Location: _____

Prepared By: _____

Date of Proposal: _____

2. Objectives

- _____
- _____
- _____

3. Proposed Agenda

Time	Activity	Responsible
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Participants

Estimated Number: _____

Departments/Teams Involved:

- _____
- _____

5. Estimated Budget

Item	Estimated Cost	Notes
Venue	_____	_____
Food & Beverages	_____	_____
Transport	_____	_____
Activities	_____	_____
Other	_____	_____
Total	_____	

6. Additional Notes
