

# 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	_____	_____
<b>Total</b>	_____	

**6. Additional Notes**

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