

# Corporate Gala Proposal

Prepared for: [Client Company Name]

Prepared by: [Your Company Name] | Date: [Date]

## EVENT OVERVIEW

[Brief introduction to the proposed gala, its purpose, target audience, and vision for the evening.]

## OBJECTIVES

- [Objective 1]
- [Objective 2]
- [Objective 3]

## EVENT DETAILS

Item	Description
Date & Time	[Proposed Date and Time]
Venue	[Venue Name & Address]
Number of Guests	[Approximate Number]
Event Theme	[Theme Description]
Dress Code	[Attire Details]

## PROGRAM OUTLINE

- Arrival & Welcome Reception
- Opening Remarks
- Dinner Service
- Keynote Speech
- Awards Presentation
- Networking & Socializing
- Closing Remarks

## BUDGET ESTIMATE

Item	Estimated Cost
Venue Rental	[Amount]
Catering	[Amount]
Decor & AV	[Amount]
Entertainment	[Amount]
Miscellaneous	[Amount]
<b>Total Estimate</b>	<b>[Total]</b>

## CONTACT INFORMATION

[Contact Name]  
[Position/Title]  
[Phone Number]

[Email Address]

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Authorized Signature  
[Your Name & Title]