

# Event Planning Proposal

Prepared For:

Prepared By:

Date:

Event Date:

## 1. Event Overview

*Provide a summary of the event, including purpose, expected guests, and key objectives.*

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## 2. Proposed Services

- Venue Selection
- Catering Arrangement
- Audio/Visual Equipment
- Decor & Design
- Entertainment
- Staffing & Coordination
- Other: \_\_\_\_\_

## 3. Timeline

*Outline key milestones and deadlines.*

- Event Planning Start Date: \_\_\_\_\_
- Vendor Confirmation: \_\_\_\_\_
- Final Guest List: \_\_\_\_\_
- Event Setup: \_\_\_\_\_
- Event Date: \_\_\_\_\_

## 4. Estimated Budget

Item/Service	Estimated Cost
_____	_____
_____	_____
<b>Total</b>	_____

## 5. Terms & Conditions

- Payment terms: \_\_\_\_\_
- Cancellation policy: \_\_\_\_\_
- Liability & Responsibilities: \_\_\_\_\_

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Business Representative

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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Client

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_