

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.

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

Total

Estimated Cost

5. Terms & Conditions

- Payment terms: _____
- Cancellation policy: _____
- Liability & Responsibilities: _____

Business Representative

Signature: _____
Date: _____

Client

Signature: _____
Date: _____