

# Basic Event Pitch Document

## Event Title

Enter event title

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## Date & Time

Enter proposed date and time

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## Event Overview

Brief summary of the event

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## Objectives

What are the goals of the event?

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## Target Audience

Who is the event for?

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## Proposed Activities

List main activities, sessions, or features

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## Estimated Budget

Projected costs (brief)

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## Committee Roles & Needs

E.g. volunteers, logistics, marketing

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## Additional Notes

Any other important information

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