

Basic Event Pitch Document

Event Title

Enter event title

Date & Time

Enter proposed date and time

Event Overview

Brief summary of the event

Objectives

What are the goals of the event?

Target Audience

Who is the event for?

Proposed Activities

List main activities, sessions, or features

Estimated Budget

Projected costs (brief)

Committee Roles & Needs

E.g. volunteers, logistics, marketing

Additional Notes

Any other important information
