

Simple Event Proposal Outline

1. Event Overview

- Event Name
- Date & Time
- Location / Venue
- Type of Event
- Short Description / Purpose

2. Objectives & Goals

- Main goals of the event
- Expected outcomes

3. Target Audience

- Audience description
- Estimated attendance

4. Proposed Program

- High-level agenda or schedule
- Key activities / sessions
- Speakers / Performers / Special Guests

5. Budget Estimate

- Projected expenses (venue, catering, etc.)
- Income (tickets, sponsors, etc.)

6. Marketing & Promotion

- Planned promotional activity
- Channels to be used

7. Logistics & Requirements

- Equipment/facilities needed
- Staffing / Volunteers
- Setup & teardown details

8. Contact Information

- Event planner name
- Email / Phone
- Organization (if applicable)