

Corporate Meeting Event Proposal

Event Title:	
Submitted By:	
Submission Date:	

1. Event Overview

2. Objectives

3. Proposed Date and Time

Proposed Date:	
Start Time:	
End Time:	

4. Venue/Location

5. Agenda

Time	Activity/Topic	Presenter

6. Intended Audience

7. Resources Required

8. Budget Estimate

Item	Estimated Cost

9. Approval Signatures

Proposer:	
Manager:	
Date:	