

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: | |