

Trade Show Event Proposal

Event Name:

Date & Time:

Location / Venue:

Contact Information:

(Name)

(Email / Phone)

1. Event Overview

Purpose & Objectives:

Target Audience:

2. Trade Show Details

- Theme/Concept:
- Estimated Attendance:
- Exhibitor/Vendor Outline:

3. Schedule & Agenda

Time	Activity	Notes

4. Marketing & Promotion

1. Marketing Strategies:
2. Promotional Channels:

5. Budget Overview

Item/Category	Estimated Cost	Notes

6. Logistics

- Setup/Breakdown Plan: _____
- Staffing: _____
- Equipment & Supplies Needed: _____

7. Additional Notes / Requests
