

# Community Event Proposal Template

## Event Information

### Event Name

Enter event name

### Date & Time

Enter proposed date and time

### Venue/Location

Enter location

## Organizer Information

### Organizer Name

Enter your name or organization

### Contact Information

Enter email or phone number

## Event Overview

Briefly describe the event, its purpose, and target audience

## Objectives/Goals

List the key objectives or goals of the event

## Planned Activities

Outline key activities or sessions planned

## Budget Estimate

Provide an estimated budget for the event (optional: break down by items)

## Support Needed

List support required (e.g. volunteers, equipment, sponsorship)

## Additional Comments

Any other details or requests