

Festival Event Proposal Template

Event Name

Enter event name

Organizer

Organizer or Organization name

Contact Details

Phone / Email

Proposed Date(s)

DD/MM/YYYY

Proposed Location

Event location

Event Description

Brief overview of the event

Objectives

Key goals and outcomes

Target Audience

Describe demographic or audience type

Program Outline / Schedule

Time	Activity	Description
e.g. 09:00 AM - 10:00 AM	e.g. Opening Ceremony	Activity details

Budget Estimate

Item	Estimated Cost	Notes
e.g. Venue Rental	\$0.00	

Partners / Sponsors

List potential partners or sponsors

Marketing & Promotion Plan

Brief strategies for event promotion

Potential Risks & Mitigation

Identify possible risks and responses

Additional Notes

Any other information