

Seminar Event Proposal

Event Title

Enter event title here

Proposed By

Name of organizer or group

Date & Time

Proposed date and time

Venue/Location

Intended venue

Seminar Overview

Write a brief overview or objective of the seminar

Target Audience

Describe the target audience

Expected Number of Participants

Estimate participants

Proposed Speakers/Facilitators

List names/roles of proposed speakers or facilitators

Seminar Agenda

Outline the schedule or main activities

Budget Estimate

Provide a simple breakdown or estimate

Additional Notes

Other relevant information
