Event Proposal Template

_____ [reason for the proposal letter]

To,

_____ [name of the sponsor to whom the proposal is being submitted]

_____ [proposed date of the event in dd/mm/yy format]

Event outline:

_____ [name of the event]

_____ [topic on which the event is based]

_____ [estimated duration of the event]

List of activities   Budget

_____   _____

_____   _____

_____   _____

_____   _____

[Activities taking place in the event]   [Allocation of budget to each activity]

Total: _____ [total cost]

Signature:

_____

[President of the event management committee]