

Event Proposal

[Event Title]

To,

_____ *[name of the sponsor to whom the proposal is being submitted]*
_____ *[proposed date of the event in DD/MM/YYYY format]*

Event outline:

_____ *[name of the event]*
_____ *[topic on which the event is based]*
_____ *[estimated duration of the event]*

Main Activities of Event

Budget Outlines

Total: _____ *[total cost]*

_____ **[Signature]**

Event Proposal Template