

# 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

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## Budget Outlines

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**Total:** \_\_\_\_\_ *[total cost]*

\_\_\_\_\_ **[Signature]**

**Event Proposal Template**