| [Committee Name] |
| --- |
| Event Proposal |
| [Insert Event Name] |

| [Type the author name]  Last Update: [January 1, 2012] |
| --- |

# Introduction

Brief description of the event such as history of past events, if this is an annual or one-time event and overall concept and purpose of the event.

# Event Outline

Date of Event:

Time of Event:

Venue (if applicable):

Speakers/Talent/Entertainers (if applicable):

Event Planning Team Names:

# Objective

*State the desired goals and objectives to address the needs/problems stated above. Be very specific about the goals* and also realistic such as project attendance number and *what in measurable ways are you trying to accomplish with this* event *(ex. Trying to raise $1000 for a well* event *in Guatemala, in partnership with Rotaract). Also include key benefits of reaching goals/objectives.*

* *Specific & measurable goal 1*
* *Specific & measurable goal 2*
* *Specific & measurable goal 3*

# Plan

Can link your Event To Do List here or detail how the event planning will be executed and plan for how the event will go.

# Timeline

Provide as detailed information as possible on the expected timetable for the event. Break the event into phases and provide a schedule for each phase. A more detailed activity specific timeline should be created when the event is approved.

|  | **Description of Work** | **Start and End Dates** |
| --- | --- | --- |
| **Phase One** |  |  |
| **Phase Two** |  |  |
| **Phase Three** |  |  |

# Budget

State the proposed revenue, costs and overall budget of the event. May also be included in the appendix if a separate document or if a budget is yet to be created, discuss the overall expected budget and return on investment if it’s a fundraiser.

# Appendix

*Provide supporting material for your proposal here. It may be:*

* *Research materials*
* *Statistics or estimates*
* *Community Needs Assessment*
* *External quotes*
* *Other relevant information*
* *Brief surrounding* event *partners*