

Event Planner Proposal Form

CLIENT DETAILS

Name: _____

Contact Information: _____

EVENT DESCRIPTION

Event Type: _____

Event Date: _____

Event Location: _____

PROPOSAL OUTLINE

Event Vision/Theme: _____

Proposed Budget: _____

Proposed Services: _____

KEY MILESTONES

Task/Activity	Start Date	Completion Date	Responsible Person
Venue Booking			
Vendor Confirmation			
Invitations			
Final Setup			

SIGNATURE

Client's Signature: _____ **Date:** _____

Planner's Signature: _____ **Date:** _____