

# 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]*

# Guide To Event Proposal

**IM Harris**

## **Guide To Event Proposal:**

[Freelancer's Guide to Corporate Event Design: From Technology Fundamentals to Scenic and Environmental Design](#) Troy Halsey, 2012-10-02 Freelancer's Guide to Corporate Theatre and Event Production tentative title will bring you up to speed on the ever changing and growing industry of Corporate Theatre Written by one of the industry's leading designers this book uses a candid and straight forward style to guide you through the process of designing a successful event Learn the fundamentals of venue selection rigging lighting audio video and scenic design with informative diagrams and detailed illustrations With the help of this book you will learn how to plan design and execute events of any size Additionally you will be armed with a strong knowledge of common mistakes tips and tricks and industry standards that will allow you to build and train a production team prepared for just about anything

### **Food and Beverage Management**

John Cousins, David Foskett, David Graham, Amy Hollier, 2016-03-31 This fourth edition of the best selling textbook Food Beverage Management has been updated and revised to take account of current trends within these industries

### **Event Planning**

Laurence Carter, 2007-12-14 Event Planning is an exciting option for individuals looking for a new and different career There is an increasing demand for trained Event Managers to work in a wide variety of organizations and as freelance entrepreneurs Their task is to take on the responsibility for planning and organizing events Yes it is hard work but it can also be quite enjoyable especially when you see the results of your efforts cumulating in the successful staging of an event Event Planning is a good option for an entrepreneur looking to earn extra money The opportunities are there for an Event Manager to undertake varying assignments exposing themselves to different types of events that require a wide variety of skills This text attempts to help readers to develop an understanding of how events should be researched developed planned and managed leading up to the day of the event It also examines the process of evaluation that takes place after the event has occurred Its aim is to help the reader build their practical skills in Event Management Key areas that are addressed in this text include Initial selection of an Event Feasibility Study and Business Planning for an event The key processes that are involved in the planning and staging of an event Promotional management for an event and the production of promotional materials Methods of evaluation for an event After reading this text readers should have a greater understanding of what it takes to successfully plan and manage an event and this should encourage them to put what they have learned into practice Laurence Carter

[Festival Management & Event Tourism](#), 1993    [Wright and Ditson's Lawn Tennis Guide](#), 1922    **An Official Guide to Eastern Asia** Japan. Tetsudōin, 1914    [Black Meetings & Tourism](#), 1998    [Teacher's Manual and Resource Guide](#) Edward L. Biller, 1977    **Financing Municipal Recreation and Parks** Susan E. Landes, 2005    **Executive Summary of Investors' Guides to PTA Countries**, 1994    [Event Management & Event Tourism](#) Donald Getz, 1997    [Committee documents and user guides. 2 v](#) Louisiana. Constitutional Convention, 1974    **Special Events** Joe Goldblatt, 2005 Planning scheduling organizing and marketing events that differ from normal everyday life i.e. weddings the Super Bowl festivals etc

This book provides the reader with the tools necessary to begin a career in special events      **The Wireless World and Radio Review** ,1930      **The Complete Idiot's Guide to Meeting and Event Planning** Robin E. Craven,Lynn Johnson Golabowski,2006 A revised handbook on how to plan a meeting or conference addresses site selection contract negotiation publicity entertainment scheduling setting up and breaking down event logistics menus A V requirements budgeting and expenses and emergencies Original      **New York State Contract Reporter** ,1998-12-28      Federal Election Campaign Financing Guide ,1981      *New Jersey Public Employee Reporter* ,1995      Contract Termination Guide Chamber of Commerce of the United States of America. Department of Manufacture,1954      **New York Court of Appeals. Records and Briefs.** New York (State).,

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