
Event Proposal

PREPARED EXCLUSIVELY FOR

THE DATE

THE OCCASION

THE PLACE

PROPOSAL DATE

VALID UNTIL

What you told us matters most

Your client's goals, in their words. This section wins proposals: it proves you listened before you priced.

The scope of services

Exactly what is included. Anything not listed is available as an add-on, priced separately.

From yes to event day

What happens after acceptance: kickoff, vendor booking, design approval, final walkthrough, event day.

The investment

Total investment

Deposit to reserve the date

The deposit reserves your event date and is credited toward the total. Full payment terms are set out in the services agreement that follows acceptance of this proposal.

Ready when you are

To move forward, sign below or reply in writing. On acceptance we will send the services agreement and reserve your date on receipt of the deposit.

Client signature

Date