**Event Proposal Preparation [Letter of Agreement]**

**Proposed by: Date:**

**For:**

**Date of event:**

**Attendees (#s):**

**Proposed sites (3 with name and description):**

**Site inspection checklist criteria:**

**Final Selection-Location (city/country) and Venue or Site:**

Reason for selection of final venue choice:

**Layout:** (You can use the insert tab in Word, and then shapes; alternatively, you can neatly draw a layout in the template by printing it out and then scanning back into your computer.) Your venue may provide a layout, in which case you can take a snapshot of it and include the picture here.

**Additional Needed Site Resources (technology, additional staffing, stage, seating, legal documentation, etc.) and the reason:**

**Proposed Budget: (Breakdown for venue, food and beverage, as a percentage of total)**

**Proposed Timeline:**

*Event Planner Signature:* Date:

References