

PDF Music and Arts Event Proposal Template

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EVENT NAME	
DATE OF PROPOSAL SUBMISSION	
PREPARED FOR	
PREPARED BY	

INTRODUCTION

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EVENT OVERVIEW

EVENT CONCEPT AND THEME	
EVENT DATE(S)	
EVENT LOCATION	
OBJECTIVES AND ARTISTIC VISION	

TARGET AUDIENCE

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PERFORMERS AND EXHIBITS

VENUE AND TECHNICAL REQUIREMENTS

MARKETING AND PROMOTION

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SPONSORSHIP AND FUNDING

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BUDGET OVERVIEW

					TOTAL

LOGISTICS

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SUCCESS MEASUREMENT

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APPROVAL AND NEXT STEPS

[Empty yellow box for APPROVAL AND NEXT STEPS content]

SIGNATURE

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DATE

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