Event Management Proposal

Prepared by the event company for the client. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

We propose to plan and run your event end to end, from concept and venue to vendors, guest management and on-day execution.

EVENT BRIEF (TYPE, DATE, CITY, GUESTS)

Scope of work

- Concept, theme and run-of-show
- Venue shortlisting and negotiation
- Vendor management: décor, sound and light, catering, artists, photography
- Guest management: invites, RSVPs, travel and hospitality desk
- On-day team, show calling and post-event wrap-up

Plan and timeline

Phase	What you get	Typical time
Plan	Concept, venue, budget	2-4 weeks
Prepare	Vendors booked, rehearsals	2-8 weeks
Event day	Execution and show calling	1-3 days
Wrap-up	Vendor settlement, report	1 week

PROPOSED START | TARGET COMPLETION

Investment

MANAGEMENT FEE (₹ OR % OF BUDGET)

ESTIMATED VENDOR BUDGET (₹)

GUESTS

PAYMENT SCHEDULE

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- Vendor costs are passed through at actuals or quoted in the attached budget.
- Permissions for venue, police, fire, excise and music licences are arranged as listed in the budget.
- Cancellation charges follow the vendors' own terms plus our fee for work done.

Acceptance

By signing, the client accepts this proposal and authorises the event company to begin. Detailed terms (confidentiality, IP, liability) follow the event company's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS

CLIENT GSTIN

PO NO. (IF ANY)

SIGNATORY DESIGNATION

Client

SIGNATURE

PRINTED NAME

DATE

Event company

SIGNATURE

PRINTED NAME

DATE