**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11825&utm_source=integrated-content&utm_campaign=/content/conference-planning-templates&utm_medium=Conference+Proposal+doc+11825&lpa=Conference+Proposal+doc+11825)**

**CONFERENCE PROPOSAL**

**Your Company Name A blue circle with black text

Description automatically generated**

|  |  |
| --- | --- |
| **About us** | Company bio here |
| **Our services** | List of services here |
| **Why choose us** | Explanation of why your service fits the event |
| **Scope of work** | Past accomplishments |
| **Proposed team leads** | Include descriptions of assigned leaders, their experiences, management styles, and other relevant data. |
| **Performance expectations** | Include details of past and current performance expectations for teams and team leads |
| **Special requirements** | List any specific licenses, permits, insurance, etc. needed |
| **Event summary** | Description of who your organization will move the event forward/contribute to the event’s goals |
| **Duration** | Timeline of planning and the event |
| **Pricing and payment schedule** | The pricing structure, terms, and payment schedule |

|  |  |
| --- | --- |
| **Event name** |  |
| **Event date** |  |
| **Event time** |  |
| **Venue** |  |
| **Location** |  |
| **Number of attendants** |  |
| **Theme** |  |
| **Message** |  |
| **Goals** |  |

|  |  |
| --- | --- |
| **Estimate fees** | Potential costs for project management, supplier sourcing, set up, registration, and other items. |
| **Estimated hard fees** | Definite costs for conference items like venue rentals, advertisements, paid media, speakers, and more. |
| **Estimated total** |  |

**Signatures**

|  |
| --- |
| **Event Planner** |
| **Printed name:** |
| **Signature:** |
| **Date:** |
| **Client** |
| **Printed name:** |
| **Signature:** |
| **Date:** |

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| --- |
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