PDF Event Proposal Template Example

COMMUNITY HEALTH AND WELLNESS FAIR

A comprehensive proposal for promoting well-being in our community



Brief Description of the Event: The Community Health and Wellness Fair aims to bring together local health professionals, wellness brands, and community members for a day of workshops, fitness classes, and health screenings. This event is designed to promote healthy lifestyles and increase awareness of health services within the community.

Who Should Use This Template and Why: Ideal for community leaders, health educators, and non-profit organizations focused on community health initiatives, this template offers a structured approach to planning and executing a successful health and wellness event.

EVENT OVERVIEW

EVENT NAME	Community Health and Wellness Fair
EVENT DATE(S)	Saturday, September 18, 20XX
EVENT LOCATION	Central Community Park, 123 Wellness Drive
ORGANIZER'S CONTACT INFORMATION	Name, Email, Phone

OBJECTIVES AND GOALS

- To educate the community about health and wellness resources available locally.
- To encourage active participation in physical activities.
- To provide free health screenings that can help in early detection of common health issues.

EVENT LOGISTICS

VENUE DETAILS	Central Community Park offers an open space perfect for outdoor activities, vendor booths, and workshop areas. It features accessible parking and is conveniently located near public transportation.
CATERING OPTIONS	Local food trucks offering a variety of healthy, organic, and vegan options.
AUDIO/VISUAL EQUIPMENT NEEDS	A main stage for workshops and presentations, equipped with microphones, speakers, and a projector for demonstrations.
TRANSPORTATION AND PARKING INFORMATION	Ample parking available on site. Additional parking at a nearby community college with shuttle service to the event.

BUDGET OVERVIEW

VENUE RENTAL	FOOD AND BEVERAGE	EQUIPMENT RENTAL	MARKETING AND PROMOTIONS	MISCELLANEOUS EXPENSES	TOTAL
\$1,000	\$2,500	\$750	\$1,200	\$550	\$6,000

EXPECTED OUTCOMES

We aim to attract at least 500 community members to the fair, providing them with valuable health information and resources. Our goal is to foster a stronger, healthier community by making wellness accessible to all.

APPENDICES

[File Upload Fields: Vendor Contracts, Workshop Schedule, Marketing Materials]

SUBMISSION

SIGNATURE

Name

DATE

MM/DD/YY

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.