

Conference Proposal

About us	
Our services	
Why choose us	
Scope of work	
Proposed team leads	
Performance expectations	
Special requirements	
Event summary	
Duration	
Pricing and payment schedule	

Event name	
Event date	
Event time	
Venue	
Location	
Number of attendants	
Theme	
Message	

Goals	
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Estimate fees	
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Estimated hard fees	
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Estimated total	
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Signatures

Event Planner

Printed name:

Signature:

Date:

Client

Printed name:

Signature:

Date:

DISCLAIMER

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