**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12095&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Arts+and+Music+Event+Proposal-word-12095&lpa=Blank+Arts+and+Music+Event+Proposal+word+12095)**

A close up of colorful lines

Description automatically generated**PDF Music and Arts Event Proposal   
Template Example**

Event Title

|  |  |
| --- | --- |
| EVENT NAME |  |
| DATE OF PROPOSAL SUBMISSION |  |
| PREPARED FOR |  |
| PREPARED BY |  |

INTRODUCTION

|  |
| --- |
|  |

# EVENT OVERVIEW

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

# TARGET AUDIENCE

|  |
| --- |
|  |

# PERFORMERS AND EXHIBITS

|  |  |
| --- | --- |
| The Azure Band |  |
| DJ Eclipse |  |
| Sculptures by Elena R. |  |

# VENUE AND TECHNICAL REQUIREMENTS

|  |  |
| --- | --- |
| Venue |  |
| Technical Requirements |  |

# MARKETING AND PROMOTION

|  |
| --- |
|  |

# SPONSORSHIP AND FUNDING

|  |
| --- |
|  |

# BUDGET OVERVIEW

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Talent Booking | Venue Rental | Marketing | Art Installation | Security and Staffing | **TOTAL** |
|  |  |  |  |  |  |

# LOGISTICS

|  |
| --- |
|  |

# SUCCESS MEASUREMENT

|  |
| --- |
|  |

# APPROVAL AND NEXT STEPS

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| --- |
|  |

## 

|  |  |  |
| --- | --- | --- |
| SIGNATURE |  |  |
| Name | | |

|  |
| --- |
| DATE |
| MM/DD/YY | |

|  |
| --- |
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