**[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+Wedding+Event+Proposal-word-12095&lpa=Blank+Wedding+Event+Proposal+word+12095)**

**Wedding Event   
Proposal Template Example**

Wedding Event Proposal

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

# INTRODUCTION

|  |
| --- |
|  |

# vision and theme

|  |  |
| --- | --- |
| THEME AND COLOR SCHEME |  |
| LINK TO INPSIRATIONAL MOOD BOARD OR IMAGES |  |

# VENUE SELECTION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| POTENTIAL VENUES | CAPACITY | AVAILABLE DATES | PROS | CONS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# CATERING AND MENU OPTIONS

|  |
| --- |
|  |

# décor AND STYLING

|  |
| --- |
|  |

# ENTERTAINMENT AND AUDIO-VISUAL NEEDS

|  |
| --- |
|  |

# PHOTOGRAPHY AND VIDEOGRAPHY

|  |
| --- |
|  |

# ATTIRE AND BEAUTY

|  |
| --- |
|  |

# GUEST EXPERIENCE

|  |
| --- |
|  |

# TIMELINE AND SCHEDULE

|  |  |
| --- | --- |
| CEREMONY |  |
| COCKTAIL HOUR |  |
| RECEPTION |  |

# BUDGET OVERVIEW

ANTICIPATED COSTS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| VENUE RENTAL | FOOD AND BEVERAGE | DECOR | ENTERTAINMENT | ATTIRE AND BEAUTY | PHOTOGRAPHY AND VIDEOGRAPHY | **TOTAL** |
|  |  |  |  |  |  |  |

# ADDITIONAL SERVICES

|  |
| --- |
|  |

APPROVAL FOR NEXT STEPS

Please review the provided details and indicate any changes or additional requests. Once approved, we will proceed with securing the bookings and finalizing the arrangements.

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



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

|  |
| --- |
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