YOUR
LOGO

**COMPANY NAME**

THEMED CORPORATE GALA PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to plan and execute your themed corporate gala. We specialize in delivering elegant, immersive events that align with brand values and leave lasting impressions.

This proposal outlines our approach to managing [Client Company Name]'s corporate gala event.

# Project Objectives

The primary goals are:

- Create a memorable themed gala experience
- Align event design with corporate branding and values
- Ensure flawless execution and guest satisfaction
- Provide comprehensive event management and support

# Proposed Services

Our gala event services include:

- Theme development and event concept design
- Venue sourcing and decor
- AV production and lighting design
- Catering coordination and menu curation
- Entertainment booking and program management
- Guest logistics and VIP services
- On-site event coordination and staffing

# Scope of Work

Scope of services includes:

- Initial consultation and creative brief
- Event timeline and project management
- Vendor sourcing and coordination
- Live event production and logistics management
- Post-event evaluation and feedback collection

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Concept Development | Theme ideation and design planning | [Start Date] |
| Logistics Coordination | Venue booking, vendor sourcing, program planning | [Date] |
| Live Event Production | On-site setup, coordination, and execution | [Event Date] |
| Post-Event Review | Debrief and feedback analysis | [Completion Date] |

# Pricing

Estimated cost breakdown for gala event services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Theme & Design | Creative concept development and decor | [Amount] |
| Venue & Catering | Venue rental and catering coordination | [Amount] |
| Entertainment & Production | AV setup, performers, program management | [Amount] |
| Guest Services & Logistics | VIP coordination, transport, staffing | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a premier event planning agency known for executing high-end corporate galas with creativity and precision.

- Experience: [X] years in luxury and corporate event production
- Expertise: Themed events, large-scale gala management, VIP coordination
- Mission: To craft extraordinary events that celebrate achievements and enhance brand image

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: Annual corporate gala with 'Great Gatsby' theme
- Outcome: Over 500 attendees, rave reviews for decor and entertainment

Testimonial:
“[Your Company Name] brought our vision to life, creating a stunning gala that wowed our guests.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.
Confidentiality: All event details and client data remain confidential.
Client Responsibilities: Provide guest lists, approve designs, and provide branding assets.
Rescheduling: Subject to vendor and venue availability with [X] days’ notice.

# Acceptance

To approve this themed corporate gala proposal and initiate planning, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Authorized Representative]
Title: [Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_