YOUR  
LOGO

**COMPANY NAME**

VENUE SOURCING AND NEGOTIATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to manage venue sourcing and negotiation for your upcoming event. We specialize in securing premier venues that align with event goals, budgets, and logistical needs, while negotiating the best possible terms.  
  
This proposal outlines our approach to sourcing and negotiating venues for [Client Company Name].

# Project Objectives

The primary goals are:  
  
- Identify and secure the ideal venue for your event  
- Negotiate favorable terms and pricing  
- Ensure venue capabilities align with event requirements  
- Provide seamless coordination with venue management

# Proposed Services

Our venue sourcing and negotiation services include:  
  
- Research and shortlist suitable venues based on client criteria  
- Conduct site visits and virtual tours  
- Evaluate venue offerings and logistical fit  
- Negotiate contracts and pricing on behalf of the client  
- Coordinate with venue for setup and service requirements

# Scope of Work

Scope includes:  
  
- Initial consultation to define venue needs  
- Venue research, availability checks, and recommendations  
- Proposal review and comparison matrix  
- Contract negotiation and finalization  
- Handover to client or integration with event planning team

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Needs Assessment | Consultation to define venue requirements | [Start Date] |
| Venue Research & Shortlisting | Identify and evaluate suitable venues | [Date] |
| Negotiation & Contracting | Negotiate terms and finalize agreement | [Date] |
| Handover & Coordination | Transfer details to client/event team | [Completion Date] |

# Pricing

Estimated cost breakdown for venue sourcing and negotiation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Venue Research | Identify and evaluate venues | [Amount] |
| Site Visits & Analysis | Conduct tours and comparison matrix | [Amount] |
| Negotiation & Contract Finalization | Handle pricing and terms negotiation | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] has extensive experience in venue sourcing and contract negotiation for events of all sizes and formats.  
  
- Experience: [X] years in event venue sourcing and management  
- Expertise: Contract negotiation, vendor relations, event logistics  
- Mission: To secure the best venues with optimal terms for our clients, ensuring successful events

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Venue sourcing for a corporate awards ceremony  
- Outcome: Secured premium venue at a 20% discount with added value services  
  
Testimonial:  
“[Your Company Name] found us the perfect venue and negotiated better terms than we expected.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon venue contract signing.  
Confidentiality: All negotiations and agreements are handled with strict confidentiality.  
Client Responsibilities: Provide timely feedback and approvals.  
Rescheduling: Subject to venue availability and vendor policies with [X] days’ notice.

# Acceptance

To approve this venue sourcing and negotiation proposal and initiate the process, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_