

EVENT PROPOSAL DOCUMENT (SAMPLE TEMPLATE)

1. Event Summary

Event Description:

[Brief description of the event]

Background:

[Explain the background or reason why this event is organized]

Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Event Overview (if any additional information):

[Additional explanation if needed]

2. Proposed Date & Time

Date: [DD Month YYYY]

Time: [HH:MM – HH:MM]

3. Method

Event Format:

- ☐ On-site
- ☐ Live Streaming
- ☐ Hybrid

Streaming Platforms (if applicable):

- ☐ Zoom
- ☐ YouTube
- ☐ Instagram Live
- ☐ Facebook Live
- ☐ Other: [Specify]

Session Type:

- ☐ Talk Show
- ☐ Presentation
- ☐ Podcast
- ☐ Conference

- ☐ Workshop
 - ☐ Other: [Specify]
-

4. Language of Program

- ☐ Bahasa Indonesia
 - ☐ English
 - ☐ Bilingual
-

5. Event Title

[Insert Event Title Here]

6. Interactive Session

1. Q&A Session
 2. [Interactive Method – e.g., Games / Quiz / Mentimeter / Kahoot]
 3. [Hands-on Activity / Group Discussion / Polling]
 4. [Other Interactive Method]
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7. Target Audience

- [Target Group 1]
 - [Target Group 2]
 - [Target Group 3]
 - [Target Group 4]
-

8. Talking Points

Speaker 1

- [Talking Point 1]
- [Talking Point 2]
- [Talking Point 3]

Speaker 2

- [Talking Point 1]
- [Talking Point 2]
- [Talking Point 3]

Speaker 3

- [Talking Point 1]
 - [Talking Point 2]
 - [Talking Point 3]
-

9. Expected Output of the Event

- [Expected Output 1]
 - [Expected Output 2]
 - [Expected Output 3]
-

10. Speakers' Profiles

1. [Full Name]

- [Current Position]
- [Previous Position]
- [Educational Background]

2. [Full Name]

- [Current Position]
- [Previous Position]
- [Educational Background]

3. [Full Name]

- [Current Position]
 - [Previous Position]
 - [Educational Background]
-

11. Moderator's Profile

[Full Name]

- [Current Position]
 - [Professional Background]
 - [Educational Background]
-

12. Brief Rundown

Time	Activity
HH:MM – HH:MM	[Activity Description]
HH:MM – HH:MM	[Activity Description]
HH:MM – HH:MM	[Activity Description]
HH:MM – HH:MM	[Activity Description]
HH:MM – HH:MM	[Activity Description]