

# Making a Proposal

**Please complete your proposal below** **STEP 01**

**Proposal Name \***  ?

**Give a description of what you are proposing \***  ?

**Venue location \***

Google maps hint : Enter street name, post code, district or point of interest

**Venue dates** **STEP 02**

**Venue duration \***  ?

**I am offering \***  the Exact Date or  Date Range ?

**Date and Timings**

**Comments**

**Proposal details** **STEP 03**

**I am holding space for this event until (optional)**  ?

**Price and discounts** **STEP 04**

**Minimum number of people \***  ?

**Maximum number of people \***  ?

**Event Price(Ex VAT) \*** £  ?

**Pricing Basis**  ?

**Buyer price notes - please explain the price breakdown**  ?

**Is the price discounted?**  No  Yes

**Enter the normal price** £  ?

**Image** **STEP 05**

**Add an image of your venue or the room you are offering. This image will be shown at the top of the proposal.**

**Attachments**

- Give the proposal a name. This should include your venue name along with something catchy to make your proposal stand out. Do not include your personal name
- Describe what you are offering. This should include details of the room(s) available and your customer service credentials. Make this section personal including how you will make sure the event is one to remember. Note that you do not need to give a profile of your venue as this will be copied from your account profile and shown on the proposal.
- Enter your location – postcode, street address
- Enter the event duration, copying what is required from the enquiry where possible. If multiple days or hours options are selected you must overwrite the # symbol shown with the number of days or hours.
- Select either exact date or range of dates from the enquiry and enter the dates in the boxes that appear below.
- Provide comment on the dates including any dates you cannot do, if you have held the date and what option the client has.
- If you are holding space for the client enter the date here
- Enter the minimum and maximum number of people you can host this event for.
- Enter the price excluding VAT and whether it is per person or a total event price
- It is essential that you use the pricing notes section to clarify the price you have offered along with setting out some of the other options that are not included in this price.
- If you are offering a discounted price proposal select the box yes and enter the normal event price below. This will be shown to the client on their proposal along with the saving they are getting.
- Add an image of your venue. This will be shown at the top of the proposal
- Include an attachment. If you have some generic marketing information on your venue add this to the proposal to give the client as much information as possible