**Gold**

**In**

**Wood**

**Events**

Date

Name of Addressee Position in Company

Address of Company

Dear Sir/Ma,

**Proposal to Design, Organize and Execute “Company Name” Corporate/Social Events**

Gold-In-Wood Events is pleased to put forth our proposal to design, organize, manage and execute “**Company Name”** Parties to be held in 2019.

As a quality and result oriented event design, planning and production agency in Nigeria, Gold-In-Wood Events is rightly positioned to deliver the services aligned with the expectations of many of its clients and organizations and thus, to create a memorable event.

Together with this proposal letter, we enclose herewith the company profile that outlines why we are different, our service offering and testimonials from our clients for your kind perusal.

A detailed methodology and timeline document and status document which takes you through the details of event processes will follow up as we come to agreeable terms during the first preliminary meeting.

We look forward to meeting with you to discuss your event needs.

Thank you and best regards,

Yours faithfully,

For: Gold-In-Wood Events

…………………………………………………

Aderonke Adeneye

Planning & Strategy Executive

10, Oremeji Street, off Medical Road,

Ikeja, Lagos, Nigeria.

07089240107, 07031985596

goldinwoodevents@gmail.com

***LIST OF COMPANIES TO REACH OUT TO***

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Name of Company | Reference | Narration |
| 1 | Termii | Gbolade’s company | We have done their AGM twice (2015&2016) We can propose to do it again this year. Also introducing EOYP and gifting. |
| 2 | Zobeten | Pst Tj’s office | Send Thank-You email and saying we are available and prepared to work with them again |
| 3 | NSE | Ronke’s in-law’s office | Approach to plan team bonding and EOYP |
| 4 |  | Jennifer’s Office | Approach to plan team bonding and EOYP |
| 5 | TGM Educational | Dayo’s Office | Approach to plan team bonding and EOYP |
| 6 | OLAM | Lizzy’s Office | Approach to plan team bonding and EOYP |
| 7 | Nigeria Breweries | Big Yem, Lagos | Approach to plan team bonding and EOYP |
| 8 |  | Lara Sanusi’s office | Approach to plan team bonding and EOYP |
| 9 | Hubmart | Ife’s office | Approach to plan team bonding and EOYP |
| 10 |  | MJ’s office | I am thinking of a partnership agreement, where payment will be in form of service. You know they are into social media marketing. Approach to plan team bonding and EOYP |
| 11 | NSIA Insurance | - | Approach to plan team bonding and EOYP |
| 12 | Hillcity Foundation | - | Approach to plan team bonding and EOYP |
| 13 | HealthPlus | - | Approach to plan team bonding and EOYP |
| 14 | WELLNESS HMO | Blessing Famokun | Ask Blessing Famokun for the name and contact of their arm that plans event, then, approach for vendor sourcing, concept development and team bonding and planning |
| 15 | AB microfinance bank | - | Approach to plan team bonding and EOYP |