



Event Charter

Project Vision (Describe the end state):

Scope:

Milestone(s):

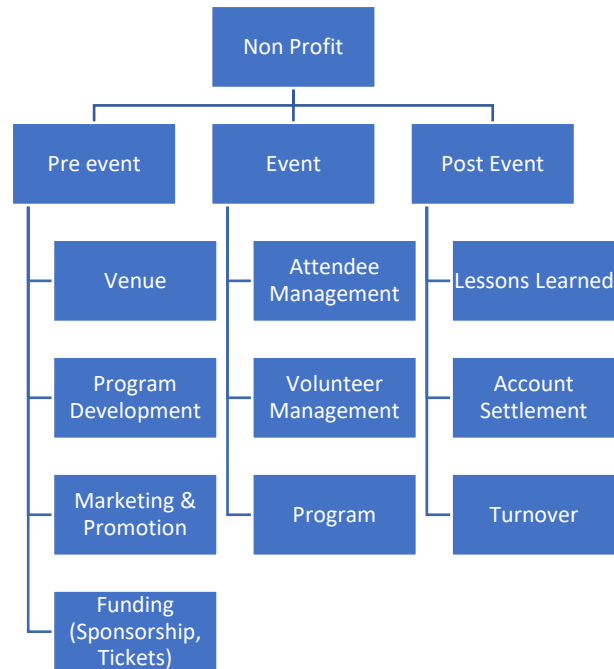
Approximate NTE Budget/Resources Available:



Stakeholder Register

Stakeholder Name	What information do they need?	When do they need the information?	Who on the team will deliver the information to them?	How will it be distributed?

WBS (Graphical Representation)





Work Breakdown Structure

Project Title: _____

Date: _____

1. Non Profit
 - 1.1. Pre event
 - 1.1.1. Venue
 - 1.1.2. Program Development
 - 1.1.3. Marketing & Promotion
 - 1.1.4. Funding (Sponsorship, Tickets)
 - 1.2. Event
 - 1.2.1. Attendee Management
 - 1.2.2. Volunteer Management
 - 1.2.3. Program
 - 1.3. Post Event
 - 1.3.1. Lessons Learned
 - 1.3.2. Account Settlement
 - 1.3.3. Turnover



Event Milestone List

Project Title: _____

Date Prepared: _____

Milestone	Milestone Description	Date



Risk

Project Title: _____

Date Prepared: _____

Risk	Probability (1-5)	Impact (1-5)	P*I	Strategy

Scope-Time-Responsibility-Cost (STRaC[©]) Matrix

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