Event Management Playbook: Design



EVENT COMMUNICATION PLAN

	Revision History Log										
#	Rev Date	Summary of Changes	Author	Approved by							
1.0											

vent name:	Date:	Prepared by:	Approved by:
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Stakeholders	Purpose	Key Message	Stakeholder Response Expected	Communications Method	Frequency	Responsible	Approved by	Resources Required

Event name:		Da	ate:	Prepared by	y:	Appro	oved by:	
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The Communications Management Plan defines:

- Communications requirements of stakeholders
- Information to be communicated
- Rationale for communicating information
- Schedule, methods and resources

- Assigns communications responsibility
- Stakeholders who will receive information
- Communications methods
- Resources allocated

- Access to information required
- The person in which issues are escalated to when the issue cannot be resolved by the person identifying the issue
- Process for updating and approving the communications management plan
- Communications constraints (e.g. Canadian anti-spam legalisation)