

EVENT CHANGE REQUEST

Event Name _____

Request made by _____ Date _____

Proposed change	
Reason for the proposed change	
How this change will affect the event	
Budget	
Quality	
Resources	
Risk	
Scope	
Time/schedule	

Event Manager Approval _____ Date _____

Event Sponsor Approval _____ Date _____

National Key 3 Approval _____ Date _____



Before the team changes an element of the plan, the person requesting the change needs to complete and submit this form to the Event Manager. Depending on the nature of the change, it will need to be approved by the event manager, event sponsor or the National Key 3.

