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| --- | --- | --- | --- |
| **COMPANY NAME:** | **THE EVENT NAME** | **REPORT NUMBER** | **REPORT DATE** |
|  |  | \_\_\_\_\_\_\_\_\_\_of 4 |  |

**SECTION 1:**

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| 1. **Brief Overview and Status of the Event Planning Since the Previous Report.** |
|  |

**SECTION 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Plan Milestones & Delivery Dates Due in the Previous Reporting Period**  **(Please add extra lines as required)** | | | | | |
| **Milestone** | **Key Area** | **Details** | **Date** | **Status** | **Evidence & Comments** |
| e.g | Production | Event delivery plan submitted | 16/12/13 | Complete | Emailed to WTY on 16/12/13 |
| e.g | Marketing & PR | Delivery of Marketing Plan | 16/12/13 | Missed | Deadline missed. Document will be delivered by 21/12/13 |
|  |  |  |  |  |  |

**Please extend spaces and add extra lines if required.**

**SECTION 3:**

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| --- | --- | --- | --- | --- | --- |
| **Action Plan Milestones & Delivery Dates Due in the Coming Period** | | | | | |
| **Milestone** | **Key Area** | **Details** | **Date** | **Status** | **Evidence & Comments** |
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**SECTION 4:**

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| **Budget & Cashflow**  **(Please attach the requested documents as per the Reporting Guidance Notes document and make any comments or add supporting information in the space below.)** |
|  |

**SECTION 5**

|  |
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| **Risk Register Update**  **(Please complete and attach the Risk Register Template as per the Reporting Guidance Notes document.)** |

**SECTION 6: AUTHORISATION**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_\_\_\_

*Agreed signatory*

On behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Please extend spaces and add extra lines if required.**