

Basics of using the Event Blueprint List

Overview

The Event Blueprint system is to be used for proposing and planning council and district events. Walking through the defined steps will help you be successful in planning your event. The new system is different than the Project Charter system in that:



You don't fill everything out at the start. You fill out the basics, get it approved, and at each "step" will fill out additional fields.



The Registration/Black Pug, Program Trailer and MCC Facility Reservation requests are **BUILT INTO** the system. No need to create separate requests for those functions. *



The Blueprints move through a process, and only the person working it at that step will see it in their queue. If you request a Black Pug registration link, it will go to the MCC staff that handles that, and while they are working on it, the Blueprint will not be visible in your queue. It will return to you when it is done.



Emails at every step to the Owner (copied to Staff Leader) detailing what needs to be done "now".

* With this system, you cannot go back in the process. You can update various fields from past steps, but in the most part this process is sequential -- for a reason: you need facility rental before Black Pug, and you need Black Pug before you can put in a Marketing request. If you pass the Black Pug, Facility or Program Trailer step and decide to change your mind, there are standalone forms you can complete. The Event Blueprint will not go back to that step.

REMEMBER:

- Click Submit to move it through the process
- You will only see it when it is currently at a process step assigned to you
- You can't move it to any other step except forward. (That's ok. It is a blueprint, meant to guide you. Not something restrictive.

The entire form will open as you click any of the items in your List. Some fields will be editable, and some will not, depending on the step. **NOTE:** This is the key benefit of using this system and a difference from what we have now. You can now update your initial post throughout the process, whereas before, once they submitted the Project Charter, you could only update the Attachments and Notes fields.

Your Event Blueprint ID

It is Budget and Hazard Analysis time! Please download the **Budget Template** and complete the budget for your event. You will also need to complete the **Program Hazard Analysis** for your event (if you need more lines, simply fill out multiple copies). If you need help, refer to the **PHA Instructions**.

Once those two documents are completed, upload them to the Budget Upload and Program Hazards Analysis Upload fields.

Event Blueprint: Entry # 48255 show empty fields

Event Name (Required)

Event Chair Name (Required) **Event Chair Email (Required)** **Event Chair Phone (Required)**

First Last

Staff Advisor Name (Required) **Staff Advisor Email (Required)** **Staff Advisor Phone (Required)**

Workflow

Entry ID: 48255

Submitted: February 11, 2025

Last updated: February 12, 2025

Submitted by: Kr

Status: Pending

Upload Budget and Program Hazards (Pending Input)

Email: (Pending)

User: K

Note

Save Submit

Save = save changes to the fields you have modified, but do NOT move to the next step

Submit = save changes to the fields you have modified AND move to the next step

include timeline

When done with the Blueprint, you have two options. **Save** will save any changes made but leave you at the current step in the process. **Submit** will save any changes AND move you to the next step.

There is a **Print** button you can use at any time. Use this to Print to PDF – you can share this with others!

You can add **Notes** at any time.

There is a **Timeline** at the bottom that shows the item's history and any added notes.

Timeline

Upload Budget and Program Hazards: Entry updated - in progress. February 26, 2025 at 8:55 am
Note: Here are some notes I am adding. No one is notified, but they are here for reference.

Approval to Zone Staff Leader: Approved. February 12, 2025 at 12:11 pm

Workflow Submitted February 12, 2025 at 11:00 am

Event Blueprint Steps

The below image shows the steps involved in the process. Click **Submit** to move between steps.

