

EVENTBLUEPRINT



Event Blueprint Training Webinar

June 25, 2025



EVENTBLUEPRINT



Welcome!

Your presenters tonight:



EVENTBLUEPRINT

What is the Event Blueprint?

The Event Blueprint is the replacement for the Project Charter system.

<https://michiganscouting.org/event-blueprint/>

Resources → Tools → Event Blueprint

What is the Event Blueprint?

The Event Blueprint system:

- A workflow tool that walks event coordinators through the event planning process
- Allows for updating fields throughout the process
- Program Trailer, Facility Rental and Black Pug/Registration request are all embedded (no separate form to fill out)
- Different login from the Project Charter system (but same one as Marketing Ticket system)

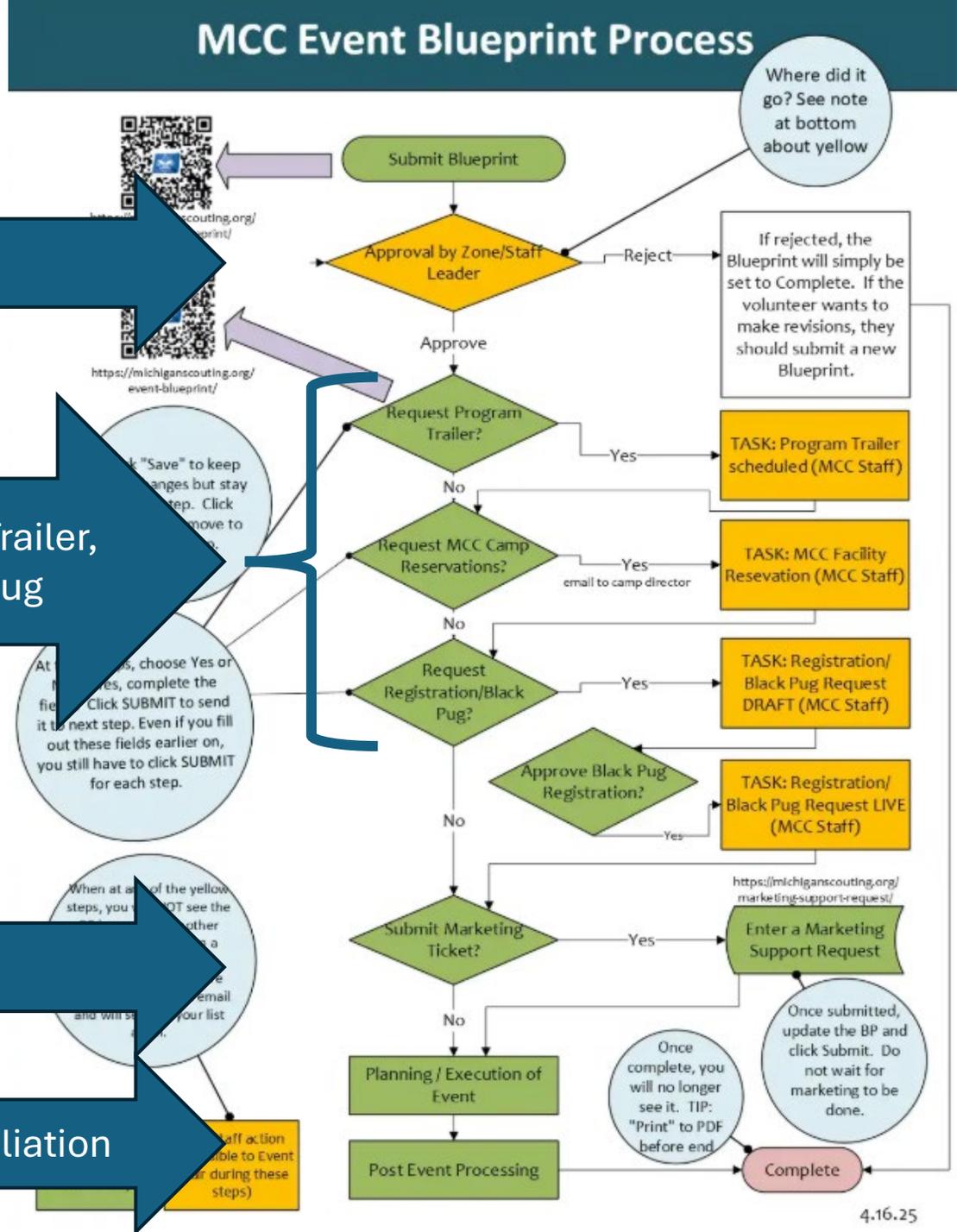
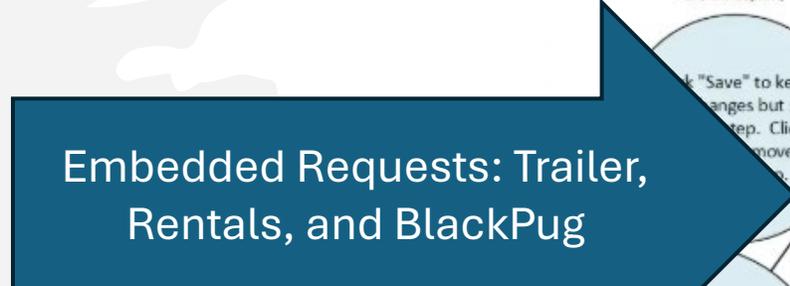
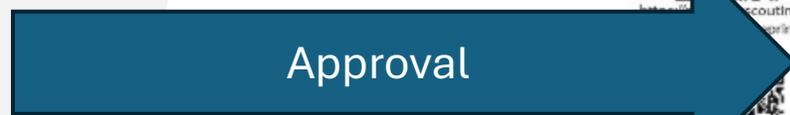
Where did it go? See note at bottom about yellow

Upon submission, goes to the proper person for approval

Program Trailer, Facility Rental, and Black Pug requests are all embedded. Will leave your queue while MCC Staff are fulfilling!

The Process

Marketing tickets are still separate.



EVENTBLUEPRINT

How do I know what to do?

Your Blueprint has been approved! At this point, please indicate whether you need the Program Trailer or not by selecting Yes or No on the "Do you need the Program Trailer" field. If yes, enter in what you will need. When complete, click **SUBMIT** to send the request to the Program Trailer team and/or move on to the next step.

Event Blueprint : Entry # 51908

show empty fields

Event Name (Required)

test

Users that receive email notifications

NOTE!!!! The person submitting this Event Blueprint will be the **ONLY** one that can move it through the process by default. The Event Chair and Staff Advisor emails listed below will be copied on emails. They will not by default see it in their queue or be able to edit.

If you are entering this on behalf of someone else, know that **YOU** will be the one that will have to move it through the process. On the submission form, you may add one additional volunteer and one staff advisor that will have full access to see it in the queue and/or edit. Choose their user accounts in the **Additional User with Access** or **Second Additional User Access** field before submission.

Workflow

Entry ID: 51908

Submitted: July 2, 2025 at 9:04 am

Last updated: July 2, 2025 at 9:05 am

Submitted by: Kristie Phillips

Status: Pending

Request Program Trailer (Pending Input)

User: Kristie Phillips (Pending)

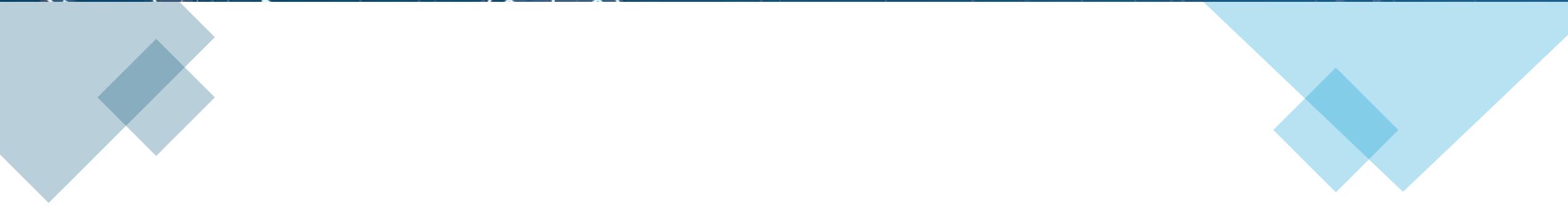
Note

Save

Submit



EVENTBLUEPRINT



Walk-through of the Event Blueprint site



EVENTBLUEPRINT

A quick walk-through

Demo of submission through Program Trailer...

DEMO

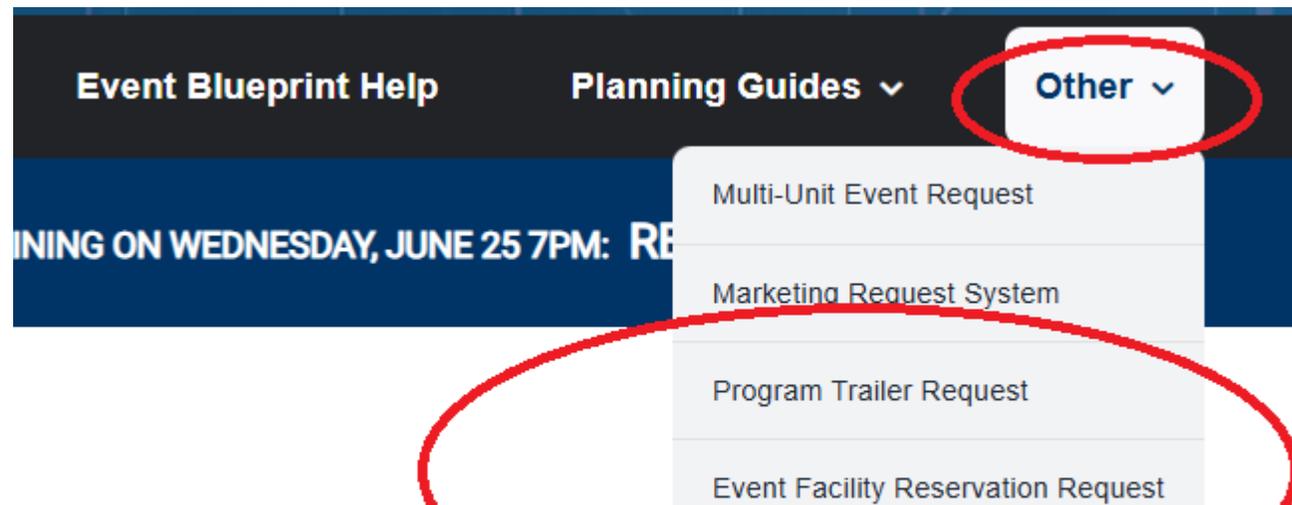
Full 20 minute video walk-through can be found on Event
Blueprint Help (FAQ) page.

Key Points for Using the Event Blueprint System

- Tickets only show in your queue when you are the one that needs to take action.
- You can only move the blueprint ticket forward (you can't revise past actions, forward is the only way)
- Click Submit to move the ticket forward. Clicking save keeps the ticket at the current step only saving your changes.

Existing Project Charters

If you need the Program Trailer, Facilities or Black Pug, you can submit those requests from the new request forms found under the Other menu on the Event Blueprint pages.



EVENTBLUEPRINT

Program Hazard Analysis (PHA)

Discussion of Program Hazards Analysis

Program Hazard Analysis



Program Hazard Analysis – New, Modified, or Recognized Activities

Date:							
Program:							
Description:							
	Hazard Cause / Effect			Corrective Actions			
Hazard Description	Cause	Effect	Initial Risk Rating	Possible Controlling Measure	Closing Comments	Status	Final Risk Rating
			▼				▼
			▼				▼
			▼				▼
			▼				▼

Help

Planning Guides ▾

- Event Planning Procedures
- Event Timeline Guide
- Budget Template
- PHA Instructions
- PHA Fillable

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Final Thoughts

The new system is very different than the Project Charter system. It does have its limitations, but it should help both the new event chair and seasoned one work through planning by following the same steps in order.

Highly recommended you review the help documents on the Event Blueprint Help page:

<https://michiganscouting.org/event-blueprint-help/>

[Event Blueprint Help](#)

Thank you

If you have any questions, please contact

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Or

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