

Event Summary

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Event Details

Name	
Location	
Projected visitor count	
Venues/sites/zones	
Overall budget	
Hiring budget	
Confirmed suppliers	

Stakeholders

Name	Role	Contact Details

Event Strategy

Internal workforce changes e.g mat leave, promotions	
Expected workforce challenges e.g skill gaps, budgets	
External challenges e.g economic, political, regulatory	

Existing Talent Supply

Functional Area	Current Personnel	Hire Needed?
Transport		
Logistics		
Production		
Workforce		
Security		
Access Control		
Health & Safety		
Crowd Management		
AV/Technology		
Vending/Hospitality		
City Operations		
Venue/Infrastructure		
Visitor Experience		
Wayfinding		
Management		

Projected Hire Requirements

Function	Position	Number of Hires	Method of Hire