Event change order

Request and impact

Identify the baseline first so the change can be priced and approved without ambiguity.

Complete the PDF fields, then save and reopen to check your entries. Use a referenced attachment if you need more room.

Change identification

Event and change reference

[Event / venue, date, change ID, revision, requester, and requested decision deadline]

Baseline and responsible parties

[Agreement / PO, approved scope and budget version, client / vendor legal names, and authorized contacts]

Requested revision

Reason and revised scope

[Reason, work added / removed, exclusions, deliverables, and acceptance criteria]

Operational impact

[Crew / local labor, equipment, access, safety review, schedule, dependencies, and affected teams]

Price schedule

Item / approved basis	Units / rate	Amount

Cost agreement

Currency and total change

[Currency, subtotal, tax included / added / not applicable, tax amount, total, cap, and calculation attachment]

Event change order

Decision and implementation

Record the approval scope and conditions. Keep this change linked to the underlying agreement and final settlement.

Commercial and schedule checks

Revised commitment

[Original amount, prior approved changes, this change, revised total, and funding / PO reference]

Payment and schedule terms

[Milestones, due dates, cancellation implications, revised timing, and terms requiring separate amendment]

Review and supporting records

[Cost / tax reviewer, technical or safety approvals, contract amendment reference, and attachments]

Decision

Status and conditions

[Requested / approved / declined / withdrawn; exact approved scope, conditions, and validity deadline]

Client / budget owner approval

[Authorized name, title, signature or approval record, and date / time]

Vendor / delivery owner acceptance

[Authorized name, title, signature or acceptance record, and date / time]

Implement and close

Release and distribution

[Person releasing work, effective revision / time, teams notified, and superseded instructions]

Completion and final cost

[Acceptance evidence, final cost / invoice reference, remaining issues, and settlement owner]

An operational change record. Authority comes from the governing agreement; complete any required signed contract amendment separately. An unapproved request is not an instruction to proceed or a payment authorization.