Communications Plan for Project: Two-Day Seminar and Workshop					
Communications Item Forum (What)	**Owner (Who-Sender)**	**Audience (Who-Receiver)**	**Timing (When)**	**Format Medium (How) (Where)**	**Purpose (Why)**
Project Updates	Juan Cortez	Team Members, Sandra Morgan	Weekly (Mondays)	Email	Provide progress updates and project status
Agenda Changes	Priya Singh	Team Members, Sandra Morgan	As needed	Email	Notify about changes in the event agenda
Event Logistics	Sarah Kim	Team Members, Hotel Staff	As needed	Email, In-person	Coordinate venue setup, shutdown, and logistics
Technical Support	Sophia Lamar	IT Department, Team Members	As needed	Email, Phone	Address technical issues and IT/AV support
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