

C. SET UP TO 12 EVENT TYPES WITH COLOURS

EVENT TYPE	COLOUR
Project Launches	Blue
Stakeholder Meetings	Blue
Project Milestones	Brown
Weekly Status Meetings	Green
Monthly Business Reviews	Lavender
Customer Events	Light Blue
	Light Gold
	Light Gray
	Light Green
Planning	Light Gray
Freeze	Brown
Holidays	Lavender
Internal Meetings	Black

Available Colours

Black
Blue
Brown
Green
Lavender
Light Blue
Light Gold
Light Gray
Light Green
Light Orange
Orange
Purple
Red
Teal
Yellow

Enter Event Type names and choose from available colours for the events to appear highlighted on the calendar.