

Event Request Workflow

1. Requestor will place ticket with Help Desk and receive request form.
2. Event request form will be completed and submitted using the following link:
<https://forms.office.com/g/6hrG2NceV2>
3. Events coordinator (John R.) will send a PDF copy to the Public Information Officer who will review the request and approve or deny the event.
4. If approved, the completed form will be sent to employee engagement.
5. Employee engagement will add the event to the **MASTER Calendar**
6. Employee engagement will create a TEAMS meeting (**Meeting #1**) with the requestor and the Office of Public Relations (Concepcion Castro, Michael Aguilar, Alejandra Salguero, Ryan Leung, Ryan Luong, Lai Ma)
 - a. In meeting #1, all logistics and tasks will be assigned. Please reference template to verify which party will be responsible for each task.
 - b. Employee engagement will keep track of tasks using the provided template.
7. Employee engagement will send out TEAMS invite for (**Meeting #2**) two week prior to the event.
 - a. In meeting #2, staff will provide updates on their assigned tasks.
 - b. Employee engagement will check off what tasks have been completed and draft run of show.
 - c. Walk-through must be completed.
8. Employee engagement will send TEAMS invite for (**Meeting #3**) one week prior to event.
 - a. In meeting #3, final updates regarding tasks will be provided.
 - b. Employee engagement will finalize the run of show.
 - c. Note that **NO CHANGES** to the event can be made after meeting #3
9. Employee engagement and requestor will host the event.
10. The assigned party will clean up.

11. Internal meeting (excluding requestors) to debrief the event.

SAMPLE

