On-Campus Event Request

**On-Campus Scheduler**
Creates event in 25Live. Selects location, resources, attributes, etc. for event. Tasks are assigned based on these selections. Requests insurance certificates and permits and then submits these to Risk Management.

**Event Coordinator**
reviews the event in 25Live, and facilitates communication between departments.

**Aramark**
- Athletic Department
- Commercial Services
- Facilities Management
- Fire Marshall
- Music/Theatre Department
- University Parking
- University Police Department

Users sign-in daily to 25Live and are notified of their tasks associated with events. After reviewing the event, they determine sufficient workforce, assign resources, create work orders specific to their department (*), create “to-do” tasks, send information to Risk Management, follow up/communicate with Requestor.

**Risk Management**
reviews event, insurance certificates, permits, and vendor lists.

**On-Campus Scheduler**
approvals are completed and locations and resources are assigned. Scheduler moves status to **Confirmed**.