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.

**Pioneer Catering**
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**