

**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*