Flow Chart of Student Centers Special Event Request / Review Process

Sponsoring Organization & Individuals Submits Event / Space Request:
At Least One (1) Month In Advance

Internal / University Department Sponsored Organizations:
Enter Request Directly Into 25Live

External Organizations & Individuals:
Requests Via Hard Copy Form

Default Special Event Request State in 25Live:
“Tentative”

Event / Space Request Phase:
Student Centers & Department Authority Through 25Live
Tasks List Act On Request Within Three (3) Business Days

Approved:
Proposed Event Moves To Event Coordination Phase

Denied:
Requestor May Restart Process Or Request Assistance From Student Centers Administration

Initial Event Coordination Phase:
1. Event Coordination By Sponsor
2. Special Event Toolkit & Operations Plan Is Submitted By Sponsoring Organization
3. Event Services Committee Reviews Operations Plan Tuesdays At 12:00 Noon

Approved:
Event Services Committee Reviews / Approves The Event. Space Use Is “Confirmed” In 25Live.

Denied:

Final Event Coordination Process:
1. Event May Be Publicized
2. Event Services Operations Report Review Meeting Thursdays at 12 noon
3. Assignment Of Event & Human Resources Confirmed In 25Live
4. Event Is Held As Per Submitted Operations Plan
5. After Event, Charges Based On Information Entered Into 25Live Is Sent To Sponsor(s)