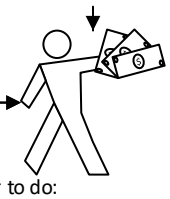
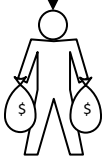
Phoenix Cluster Events Coordination Generic Workflow: _____

Event Form Request Submitted



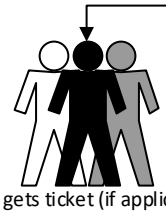
Event Organizer to do:

1) Finance info (including Recharge #)
2) Food Selection
3) Number of attendees
4) Alcohol declaration
5) Time related information
6) Primary contact info of event organizer
7) Location preference
8) Flyer management



Account Manager gets:

1) Recharge Number
2) Primary Contact info of Event Organizer



IT Support gets ticket (if applicable):

1) Laptop needs
2) Projector needs
3) Other technical needs

Please avoid emailing pits@ucdavis.edu; use Ticket form or email itsupport@ucdavis.edu instead.

IT Support To Do:

- [ ] Reserve needed equipment
- [ ] Software updates on laptop
- [ ] Select who will assist at the event
- [ ] If filming needed, check whether ATS or other party has coordinated with event requester.
- [ ] Online Registration form creation if needed

Event Organizer To Do:

- [ ] Order food and declare who will pick up / deliver the food and when
- [ ] Book event venue, including time for setup/clean-up
- [ ] Submit alcohol permit form if event organizer didn't already
- [ ] When above 3 tasks are done, submit confirmation to relevant parties
- [ ] Arrange for Parking Passes and TAPS related items if needed

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One week Before Event

Event Organizer To Do:

- [ ] Confirm with Event Requester that details did not change
- [ ] Update Google Doc with any changed event details
- [ ] Confirm with IT that everything is good

Day of Event

Event Organizer To Do:

- [ ] Confirm food delivery/pickup logistics and take action if needed
- [ ] Confirm Event Requester has items needed to access to the venue (keys, parking permits, etc)
- [ ] Confirm with Event Requester that no last minute changes occurred.
- [ ] Gather IT Time to recharge
- [ ] Gather Phoenix Admin time to recharge
- [ ] Process Oversight

IT Support To Do:

- [ ] DST Member gets equipment and bring to venue 1 hour before event starts
- [ ] DST Member sets up equipment and verifies it is working
- [ ] Return equipment to cabinet at end of event.