EVENT MANAGEMENT COORDINATION FORM

WORKFLOW RECIPIENT TRAINING

Scheduling & Conference Services

eventmgmt@uttyler.edu
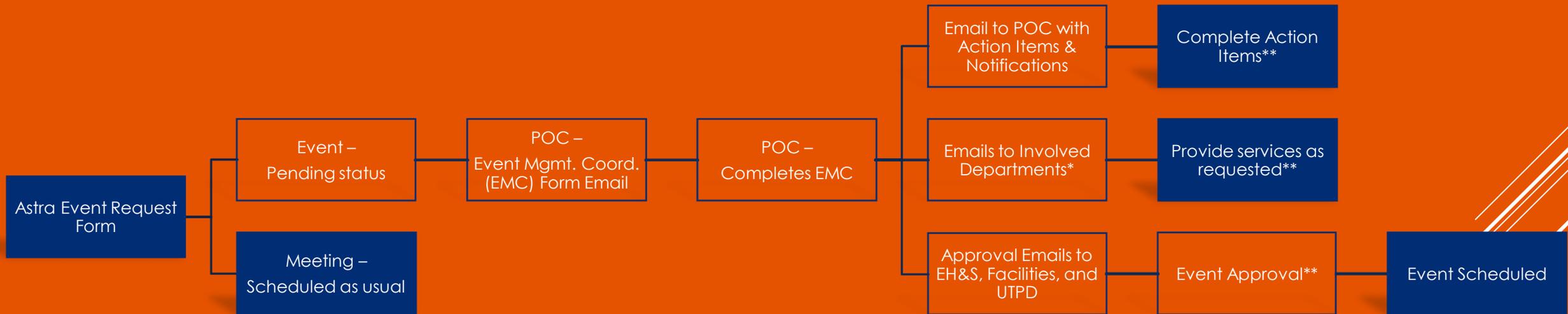
WHY ANOTHER FORM?

- Replaces three (3) other forms

- Replaces multiple back-and-forth emails

- More information gathered up front – all departments can see

- Eliminates number of surprises

- Fewer meetings

- Point of Contact (POC) receives Action Items and Notifications immediately after form submission

WHICH REQUESTS GO THROUGH THIS PROCESS?

- Requests classified as <u>EVENTS</u> – NEW PROCESS
  - 49+ attendees **OR**
  - Setup/Teardown* needed **OR**
  - Food/Beverages served **OR**
  - Minors in attendance **OR**
  - Joint Sponsored
  - Requests classified as <u>MEETINGS</u> – NO CHANGE

*Any table, chair, audio visual, maintenance, etc. needs required

WHAT IS THE NEW PROCESS?

Astra Event Request Form

Event – Pending status

Meeting – Scheduled as usual

POC – Event Mgmt. Coord. (EMC) Form Email

POC – Completes EMC

Email to POC with Action Items & Notifications

Complete Action Items**

Emails to Involved Departments*

Provide services as requested**

Approval Emails to EH&S, Facilities, and UTPD

Event Approval**

Event Scheduled

*If you do not have access to view the SharePoint form, you can request access.

**Depending upon the size and complexity of the event, status-update meetings may be scheduled.

What's Your Responsibility?

- Review event details on email received
    - See your department's involvement
    - Review answers on Event Management Coordination (EMC) Form
- Email Point of Contact (POC)
- Attend status-update meetings
- Provide any services required
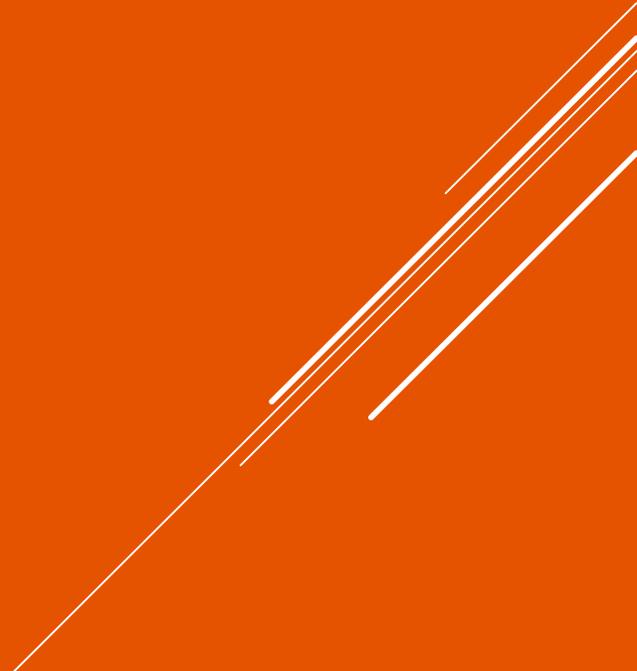
Step-by-Step Process Review

1. POC receives email with link to EMC form
2. POC completes EMC form

LET'S LOOK AT THE EMC FORM

Event Management Coordination Form

STEP-BY-STEP PROCESS REVIEW

1. POC receives email with EMC form link

2. POC completes EMC

3. POC and departments receive and review notification emails

POC Action Items and Notification Email

Hello!

You are receiving this email because **Vicky Bond** completed the Event Management Coordination form for their upcoming event: **FAKE EVENT FOR TESTING PURPOSES**.

This event is currently in a PENDING status.

In order for this event to be final approved, please see the list of Action items below as well as the Notifications section, which provides additional information.

Action Items

- **Outdoors and Greater than 100 Attenees:** Please contact Emergency Management (Randal Duke at rduke@uttyler.edu as an Emergency Plan may be needed.
- **250+ Attendees:** Determine who will serve as your Certified Crowd Manager, have them take the recommended course (www.crowdmanagers.com/training), and send completed certification email to eventmgmt@uttyler.edu.
- **500+ Attendees:** Police presence required. For a quote, please contact Sgt. Olimpia Morales at omorales@uttyler.edu at least one (1) month prior to the date of the event.
- **Setup/Teardown Needed:** Provide a layout of your event to Event Management. If a blank layout of your location is needed, Event Management can provide one as a starting point.
- **Additional Audio Visual Equipment:** Please contact eventmgmt@uttyler.edu with a list of audio visual items that may be needed. There is the possibility that these items will need to be rented from an external vendor at the cost of the event.
- **Deliveries on Campus:** Please email Rich Legler at rlegler@uttyler.edu (copying Andrew Krouse at akrouse@uttyler.edu) with the date and exact time the delivery will be made as well as the the size of the delivery vehicle.

Department Notification Email

UTPD, EH&S, and Facilities

From: eventmgmt@uttyler.edu <eventmgmt@uttyler.edu>
Sent: Wednesday, May 27, 2020 1:59 PM
To: Grace Coleman <gcoleman@uttyler.edu>; Olimpia Morales <omorales@uttyler.edu>
Subject: EVENT IN PENDING STATUS - 2020 Top 25% Celebration

Hello Event Team!

Your department is receiving this email because **Ramirez, Kathryn** completed the Event Management Coordination form for their upcoming event: **2020 Top 25% Celebration**.

This event is currently in a PENDING status until Action items have been completed by the event contact. A link is provided below in case you want to view the entire Event Management Coordination Form.

Please feel free to reach out to the event contact with any questions you may have.

Please click here to review the Event Management Coordination Form's questions and answers.

Action Items

- **Outdoors and Greater than 100 Attenees:** Please contact Emergency Management (Randal Duke at rduke@uttyler.edu as an Emergency Plan may be needed.
- **250+ Attendees:** Determine who will serve as your Certified Crowd Manager, have them take the recommended course (www.crowdmanagers.com/training), and send completed certification email to eventmgmt@uttyler.edu.
- **500+ Attendees:** Police presence required. For a quote, please contact Sgt. Olimpia Morales at omorales@uttyler.edu at least one (1) month prior to the date of the event.

Department Notification Email

Specialized Departments

From: eventmgmt@uttyler.edu <eventmgmt@uttyler.edu>
Sent: Wednesday, February 19, 2020 3:09 PM
To: Vicky Bond <VBond@uttyler.edu>
Subject: EVENT IN PENDING STATUS - FAKE EVENT FOR TESTING PURPOSES

Hello Event Team!

Your department is receiving this email because **Vicky Bond** completed the Event Management Coordination form for their upcoming event: **FAKE EVENT FOR TESTING PURPOSES**.

This event is currently in a PENDING status until Action items have been completed by the event contact. A link is provided below in case you want to view the entire Event Management Coordination Form.

Please feel free to reach out to the event contact with any questions you may have.

Joint Sponsor Information

University Sponsor Information

- Is this a joint-sponsored event?: Yes
- College/Department who is joint sponsoring this event: JOINT SPONSOR COLLEGE
- College/Department Point of Contact name (responsibilities will be listed in follow-up email): Mr. Joint Sponsor
- Point of Contact cell number: 999.999.9999
- Point of Contact University extension: 9999

External Organization Information

- Name of external organization: VICKY'S GROUP

Department Notification Email

Specialized Departments

Hello Event Team!

Your department is receiving this email because **Vicky Bond** completed the Event Management Coordination form for their upcoming event: **FAKE EVENT FOR TESTING PURPOSES**.

This event is currently in a PENDING status until Action items have been completed by the event contact. A link is provided below in case you want to view the entire Event Management Coordination Form.

Please feel free to reach out to the event contact with any questions you may have.

Emergency Management Notification - Possible Outdoor Event with More than 100 Attendees

- Anticipated Attendance: 500 - 999
- Main Event Location: Plaza or Other Outdoor Locations
- Additional Event Location:

For more event details, click here to see the Event Management Coordination Form's questions and answers.

Below are the Action Items and Notifications sent to the event contact.

_____

STEP-BY-STEP PROCESS REVIEW

1. POC receives email with EMC form link
2. POC completes EMC
3. POC and departments review notification emails received
4. Review Event Management Coordination form

SAMPLE COMPLETED EMC

When link in email is clicked

Step-by-Step Process Review

1. POC receives email with EMC form link
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5. Departments send clarification emails to POC
6. Departments attend status-update meetings
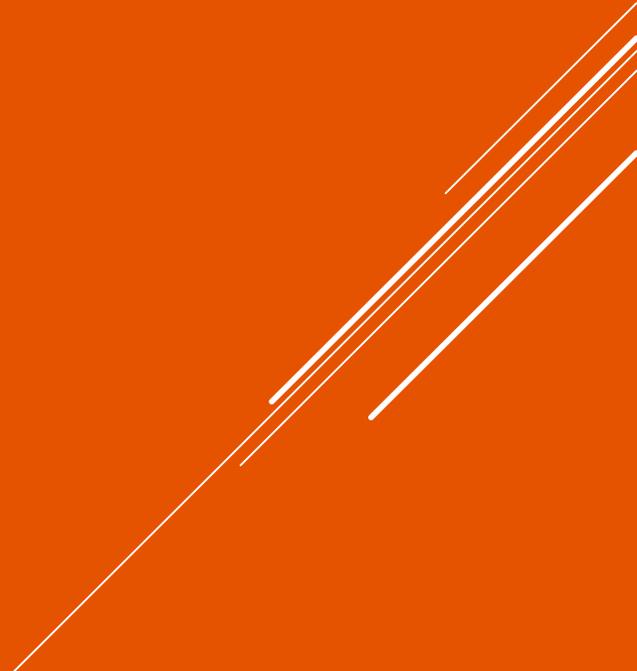
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6. Departments attend status-update meetings
7. Approval of EMC form (UTPD, Facilities, EH&S)

Department Approval Email*

UTPD Approval needed for 2020 Top 25% Celebration

Link: Event Management Coordination Form for 2020 Top 25% Celebration

Date Created: Wednesday, May 27, 2020 6:59 PM GMT

Approve   Reject

*Approval by all needed – UTPD, Facilities, and EH&S

Step-by-Step Process Review

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7. Approval of EMC form (UTPD, Facilities, EH&S)
8. Event Management changes event status to scheduled in Astra

STEP-BY-STEP PROCESS REVIEW

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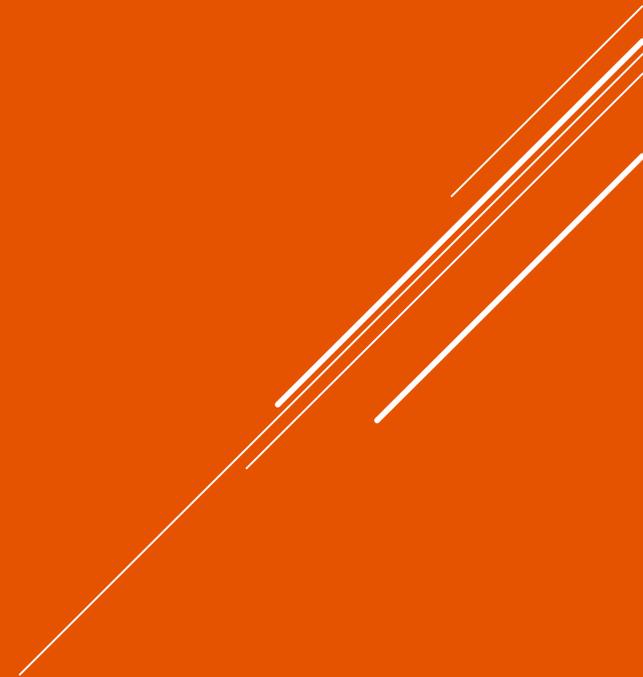9. Successful event, in compliance, and no surprises
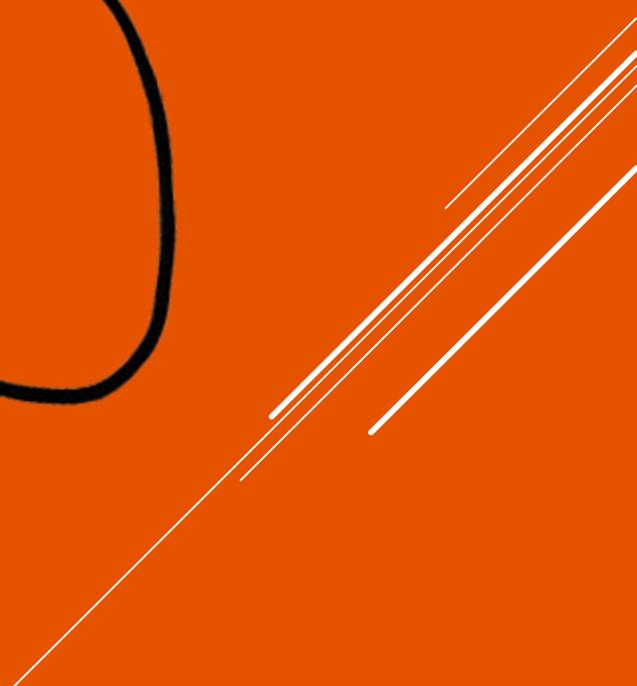
ADDITIONAL RESOURCES & NOTES

www.uttyler.edu/events

- Video Tutorials
- Event Procedures Manual
- Event Request Forms

- Campus Venues Pictures / Layouts
- Scheduling Guidelines
- Venue Fees and Support Services
- Parking and Shuttle Bus Information

- Event Management Department Information

For additional assistance,

eventmgmt@uttyler.edu