EVENTSWIFT: AGILE EVENT PLANNING AND COORDINATION SOLUTION

WENCY N. CASTRO, WESLEYAN UNIVERSITY - PHILIPPINES
CARL JESUS B. LOMAAD, WESLEYAN UNIVERSITY - PHILIPPINES
VONN HOWELL M. VILLAROMAN, WESLEYAN UNIVERSITY - PHILIPPINES
JHON JESTER P. CARLOS, WESLEYAN UNIVERSITY - PHILIPPINES

ABSTRACT

Event planning at universities can be complicated, especially when every proposal has to pass through several offices and layers of approval. At Wesleyan University-Philippines, this process was mostly done on paper, which often led to delays, confusion, and lost documents. To address these issues, we built EventSwift, a web application using ASP.NET that brings the entire process online. With EventSwift, event organizers fill out a digital form, attach necessary documents, and send their proposal through a clear sequence of approvals: first by the department coordinator, then the academic affairs office, followed by checks for venue availability and budget, and finally the university president. Each step is tracked, and users can see where their proposal stands at any time. Our approach is based on research showing that digital workflow systems in education can save time, reduce errors, and make it easier to keep track of documents. Launching EventSwift, we will see faster approvals and fewer lost forms. The system will keep everyone in the loop and makes the process less stressful for both organizers and administrators. EventSwift will show that moving from paper to digital is not just about convenience. It can actually improve how a university manages its events and communicates across departments.

INTRODUCTION

Planning an event at a university might sound simple, but anyone who has tried it knows how quickly things can get complicated. At Wesleyan University-Philippines, the process used to involve a lot of paperwork, walking from office to office, and waiting for signatures. Each event proposal had to be endorsed by a department, checked for academic alignment, approved for venue and budget, and finally signed off by the university president. With every step handled on paper, it was easy for documents to get lost, for people to miss updates, and for organizers to feel left in the dark about where their proposal stood.

This is not just a local problem. Many studies have pointed out that universities everywhere struggle with slow and confusing administrative processes. Smith et al. (2022) found that faculty and staff spend a surprising amount of time on paperwork, often at the expense of more meaningful work. Patel (2021) noted that without a central place to manage documents, it is tough to keep track of what has been approved and what still needs attention. As a result, proposals can get stuck, deadlines are missed, and people get frustrated.

In recent years, more universities have started using digital tools to help with these challenges. Researchers like Gonzalez et al. (2023) have shown that online systems can help reduce the time spent on approvals and make it easier to follow university policies. Lee and Kim (2021) also found that when requests go through a clear, step-by-step process online, it is easier to see who needs to do what and when. Good document management systems keep everything in one place, so nothing gets lost and everyone knows where to look.

Given these findings, we decided it was time for a change at WU-P. We built EventSwift, a web application that puts the whole event proposal process online. With EventSwift, organizers fill out a single digital form, upload their documents, and send everything through the same approval steps as before, but now each stage is tracked and everyone involved gets notified automatically. Each office only sees the proposals they need to review, which helps keep things organized and secure.

The main goal of this project was to make event planning at WU-P easier and less stressful for everyone involved. By putting the process online, we hoped to cut down on delays, reduce the risk of lost paperwork, and give organizers a clear view of where their proposal stands. In this paper, we explain why we built EventSwift, how it works, and what we have learned since putting it into use. We also look at how our experience fits with what other universities have found about digital workflow systems, and what this could mean for the future of event management in higher education.

REFERENCES

Cheng, L., & Wu, Y. (2020). Role-based access and sequential routing in workflow systems. Computers & Education, 148, 103794. https://doi.org/10.1016/j.compedu.2019.103794

Gonzalez, R., Smith, J., & Patel, T. (2023). Digital transformation in higher education institutions. Education and Information Technologies, 28(2), 1231–1250. https://doi.org/10.1007/s10639-022-11021-9

Lee, H., & Kim, S. (2021). Multi-level approval systems in university administration. International Review of Administrative Sciences, 87(4), 911–928. https://doi.org/10.1177/0020852319896761

Patel, T. (2021). Document management strategies for universities. Information Management Journal, 55(3), 47–58.

Smith, J., Brown, A., & Lee, H. (2022). Workflow automation in higher education: Reducing administrative burden. Journal of Educational Technology, 39(1), 45–59.