## Event "Circle of Life" and the Event Approval Process

Most events will follow the pattern as described and outlined here:

- A requestor enters an event
- The location requested creates a task list item (assuming the requestor does not have assignment rights for the location)
- Any scheduler in a security group with approve rights for the requested location will see the event in their task list
- Assuming no "Event Activity and Features" items were marked as Yes items are marked as Yes and it is not a "late night" event[6], the scheduler assigns the location to the event – once the location has been assigned, the outstanding task item is removed from the task list of all location schedulers
- The scheduler sets the state to **Confirmed** (again assuming all Event Activity and Features items were marked as No)
- The scheduler sends the requestor a confirmation email including a confirmation report, additional documents, and a personal message as needed
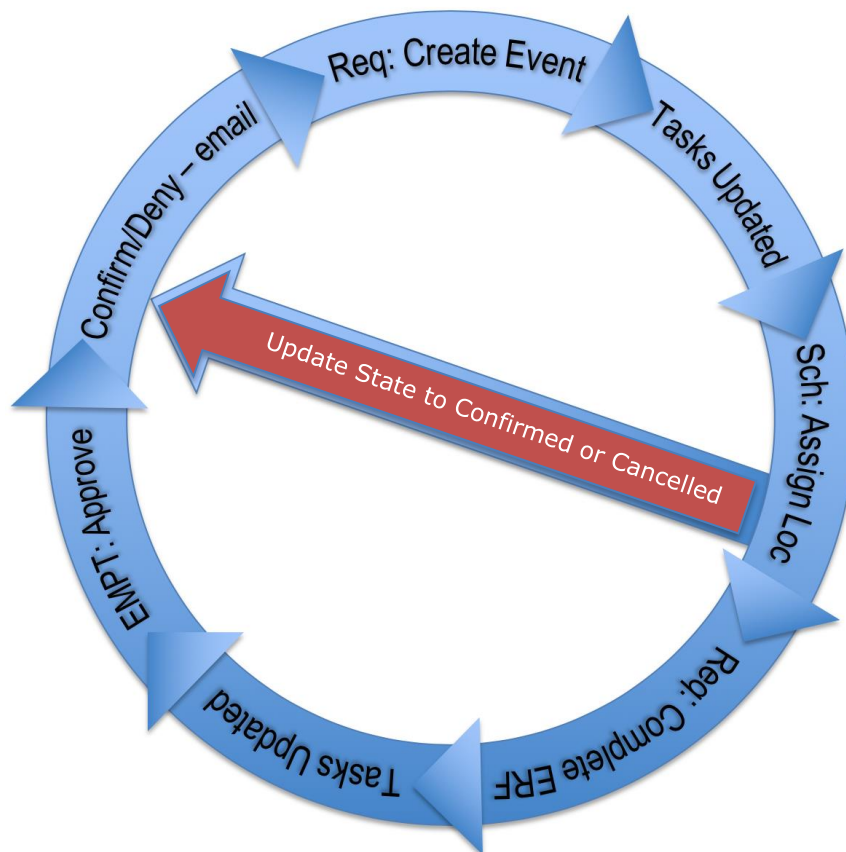
As shown in this representation (using out of date terms), the longer process with more approvals was short-circuited because there all Event Activity and Features items marked as No.

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[6] Any event that spans the 11 PM hour needs to complete the Event Registration Process. Details below.

Event Approval Process

Prior to 25Live, a separate application was maintained to track event registration and approvals. A new process has been developed and incorporated into the Cornell 25Live event form itself.

To promote safe events and minimize risk to the Cornell and the local community, approval needs to be secured for events that offer alcohol, have controversial speakers, invite non-Cornell participants, use drones, and so on. If any Event Activity and Features are marked as Yes, additional question will be presented and, at save time, tasks and/or notifications will be created for members of the University Event Team (UET). The UET is comprised of folks from Cornell Police, Risk Management, Environmental Health and Safety, Dining, and others. Representatives from these will be notified and sign in to 25Live to work their tasks list. As needed, these approvers will contact the requestor to clarify issues and possibly add or revise the task list.

The scheduler's role revolves around the initial review of the event and assignment of the location(s)[7].

If any of the items in the Event Activity and Features section are marked as "Yes", the confirmation email needs to communicate to the requestor that additional approval will be required.

Two items of note:

Event Approvals
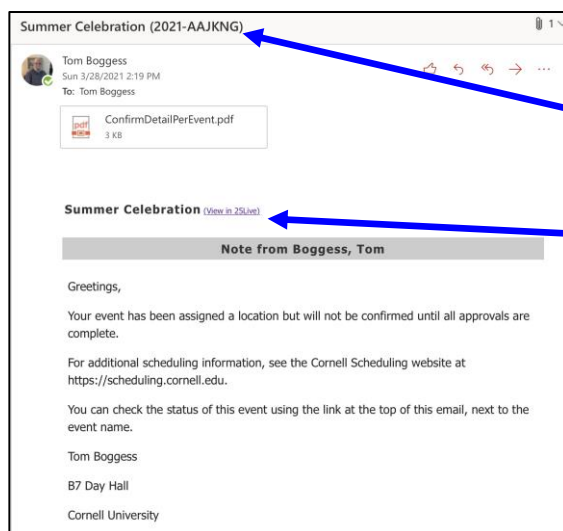
1. The Event Reference Number provides a universal "key" to the event and is included in the Subject.

2. This link allows the email recipient to open the event in 25Live

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[7] Approvals depend in part on the location assigned. If the location were to change, approvals would need to be reviewed – perhaps starting over. So, it is important the location be assigned early in the process.

For events where Event Activity and Features items are marked as "Yes", 25Live resources and notifications were set according to University Event Team (UET) requirements as in the following example.

Note: Schedulers cannot complete task list items assigned to UET Resources and vice versa.

The event status remains **Tentative** until all tasks are assigned. An "UET Approver" or member of the "Clearinghouse" will review, set the state as appropriate and notify the requestor via email.

Requestors can view the Event Activity and Features attributes and the event task list to see their status but a requestor cannot alter them.

Schedulers can view and potentially alter these attributes by opening the event form and changing a response. Any change to an ERP attribute needs to be coordinated with the UET Approver so UET Resources can be adjusted and informed as necessary.

Activity 5A

1. Create a new event in your partner's area ***with*** some Event Activity and Features items marked as yes

2. Find the event in your task list that your partner created - the one that includes Event Activity and Features (or search for the event if necessary) and assign the location
   - Once the location is assigned, what should the event state be for this event?
   - How does food play into your decision?

3. How would you find events that have locations assigned but where the UET approval process is incomplete?

4. How might you set a "reminder" for yourself on an event you want to track?