# Feature Name CreateEvent

## Feature Process Flow / Use Case Model

## Use Case(s)

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| **Use Case ID:** | 3.1.03 | | | |
| **Use Case Name:** | CreateEvent | | | |
| **Created By:** | Matt LaMarche | | **Last Updated By:** | Jeff Stobb |
| **Date Created:** | 2018-09-13 | | **Last Revision Date:** | 2018-11-01 |
| **Actors:** | | Primary Actor: Event Manager | | |
| **Description:** | | Someone submits an Event Request to the Event Manager through another part of our system. The Event Manager makes sure the Event Request is valid and can accept or reject the request. If he accepts the Event Request a new Event is created and we need to make sure appropriate personnel and departments are contacted | | |
| **Trigger:** | | An Event Request was submitted | | |
| **Preconditions:** | | 1. An Event Request was submitted for the Event Managers Approval 2. Event Manager is logged in | | |
| **Postconditions:** | | 1. A new Event has been Created. 2. Appropriate forms have been generated 3. Appropriate | | |
| **Normal Flow:** | | Still needs more work   1. Event Manager reviews an Event Request and Approves the request 2. If the Location is on site, add the event to the building(s) schedule(s) 3. If the Event wants us to cater for them create a form with the menu and quantity information and submit it to Catering 4. If the Event is on site create an employee estimate for the number of employees needed to work the event 5. Prompt the Event Manager to reach out to the talent to see if we can book them for the event | | |
| **Alternative Flows:** | | 1a. In Step 1 of the Normal flow the Event Manager can Reject the Event Request.   1. System will prompt the Event Manager to provide a reason why the Event Request was rejected   2a. In step 2 of the Normal Flow the Event may not be on site   1. Set the Event to an off site location and add the event to a general off site schedule   4a. If the Event is off site prompt the Event manager for the number of estimated employees required  Note: Insert a new row for each distinctive alternative flow. ] | | |
| **Exceptions:** | | 1. The Event request can be customizable based on what the event requires | | |
| **Includes:** | |  | | |
| **Frequency of Use:** | | As needed | | |
| **Special Requirements:** | | None | | |
| **Assumptions:** | | **T**he user is logged in.  The user has access | | |
| **Notes and Issues:** | | None | | |