Events Process

1. **Event Registration**
   - 25Live
     - Conference Rooms
     - Classrooms
     - Event Spaces
       - Indoor/Outdoor
     - Event Title
     - Date/Time/Location
     - Purpose
     - Funding

2. **Events & Conference Services**
   - Approve/Deny 25Live
   - Event Level Category
     - Refer to chart
   - Special Event Permit*
     - Determine if needed
   - UUF Form*
     - Determine if needed

3. **Permits & Forms**
   - UUF Form*
   - Food & Alcohol Permit*
     - Temporary Food Service Permit*
   - Tent Permit*
   - City of Bothell Permit*
   - IT Event Service Request Form*
   - Contract*
     - Insurance

4. **Event Patron & UWB Events**
   - Logistics - event flow, volunteers, crowd control
   - Diagram*
   - Event Supplies needed*
   - Work Order*
   - Notify Campus Partners
   - Event Management Safety Agreement*

5. **Day-of-Event & Clean-up**
   - Move & Events Team
     - Setup & Cleanup
   - UWB IT
     - Equipment & A/V
   - Campus Safety
     - Unlock doors; event security
   - Post-Event Survey

*if applicable to event