Events Process

Event Registration

1

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

Events & Conference Services

2

- Approve/Deny 25Live
- Event Level Category
  - Refer to chart
- Special Event Permit*
  - Determine if needed
- UUF Form*
  - Determine if needed

Permits & Forms

3

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

Event Patron & UWB Events

4

- Logistics - event flow, volunteers, crowd control
- Diagram*
- Event Supplies needed*
- Work Order*
- Notify Campus Partners
- Event Management Safety Agreement*

Day-of-Event & Clean-up

5

- Move & Events Team
  - Setup & Cleanup
- UWB IT
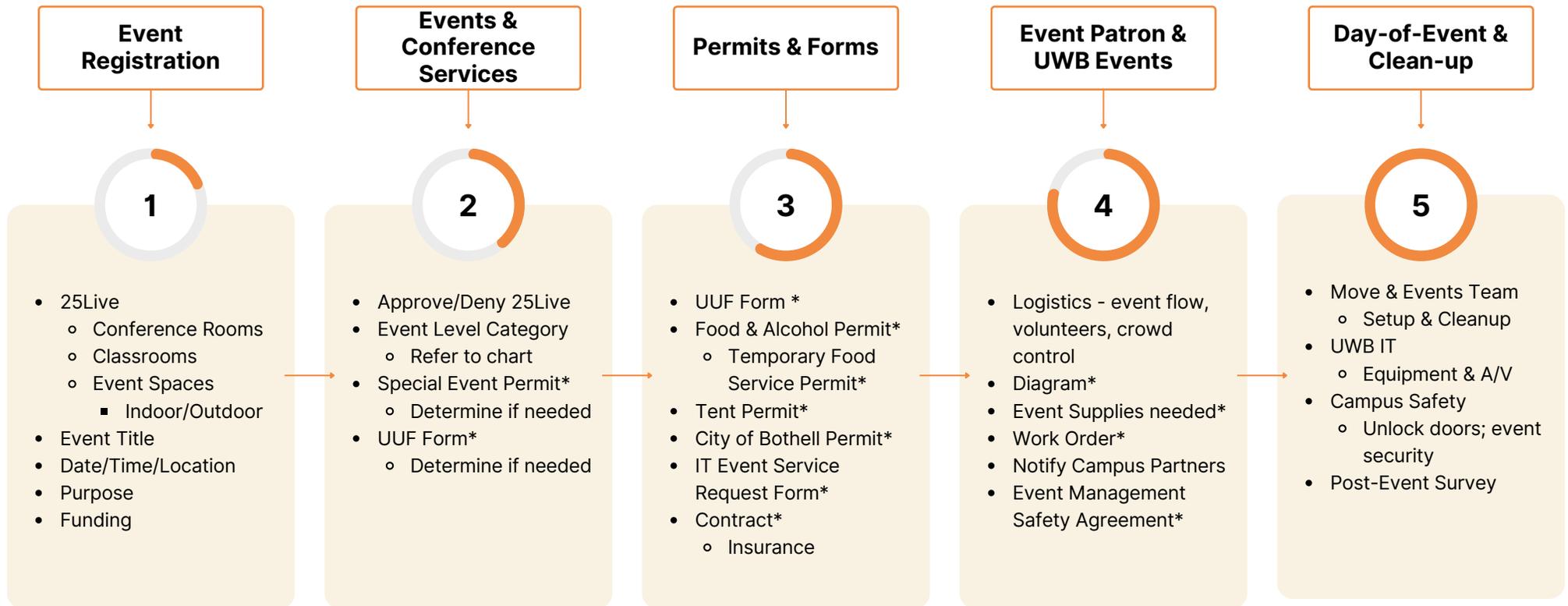 - Equipment & A/V
- Campus Safety
  - Unlock doors; event security
- Post-Event Survey

if applicable to event