Event Approval

Step 1
Request Submitted

Next Steps
If answered "no" to any question(s), Auto-Reject.
Otherwise, go to Events Manager.

Step 2
Events Manager Review

Participants
Events Manager

Next Steps
If start time is after 5 pm, go to Public Safety Approval.

Otherwise, go to Resource Approvals.

Step 2
Auto Reject

Participants
Super Admin

Information
Rejected at deadline if not approved

Next Steps
Final Approval

Step 3
Public Safety Approval

Participants
Public Safety Officer

Next Steps
Go to Resource Approvals

Step 4
Resource Approvals

Information
This dynamic step is based on requested rooms/resources

Next Steps
Go to Final Approval

Step 5
Final Approval

Participants
Events & Space Allocation Coordinator

Information
If rejected, reject entirely.

Next Steps
Approved
Rejected

Auto rejections are finalized at the next step.

Step 6
Approved

This step indicates that the request has been approved and applied.