

CHAMPION/EVENT PLANNER: _____ EVENT NAME: _____ DATE of EVENT: _____

| | C/F | ACTION | Responsible Party | DATE Completed |
|---|-----|---|--|---------------------|
| 1 | C/F | SUBMIT Request here and receive MIDAS approval email for event date/time/location. Confirmation and Quote form received upon events approval. | events@jessup.edu | Confirmed |
| 2 | C/F | Inform Department & Division Chair AND Provost's Office of Event (who, what, when & where) by obtaining signatures (approval). Provide ALL parties with quote that is signed and approved. | Champion/Event Planner | Approved/ Denied |
| 3 | C/F | Send specific information to Provost's Office. Please provide all event info as well as a bio and university affiliation to WJU, if any ALSO, include: topic/theme and description | Champion/Event Planner | Sent |

IF MARKETING IS DESIRED PLEASE CONTINUE (below):

| | | | | |
|---|-----|--|-------------------------|---------------|
| 4 | C/F | Send submit information to marketing (must be logged in) (Marketing@jessup.edu) INCLUDE: Event topic/theme; a description; date/time/location. cc: Champion/Event Planner, Provost's Office (ehall@jessup.edu), and events@jessup.edu | Provost's Office | Sent |
| 5 | C/F | Marketing will contact you to engage in conversation regarding appropriate marketing needs. | Marketing | Sent |
| 6 | C/F | Marketing will send "proof" of paper collateral/announcement to Champion/Event Planner (cc Provost's office/Todd Erickson, Vice Provost) | Marketing | Completed |
| 7 | C/F | Finalize Marketing/Advertising (Marketing and Todd Erickson) | Marketing/Advertising | Completed |
| 8 | C/F | Meet with Marketing for final discussion (if necessary) prior to Event date. | Marketing/Events | Meeting Date: |

RESPONSIBLE PARTY

C= COST FOR ATTENDANCE TO EVENT (per person)
F= FREE EVENT (NO CHARGE)

Champion/Event Planner  Events  Provost  Marketing 