

Events and Conference Services (ECS) Flow Chart

1

Space request submitted via 25Live

2

While under review, event is in tentative state

3

If confirmed, ECS point of contact assigned

4

Confirmation sent to client with ECS contact copied

5

Work with ECS contact to coordinate logistics

6

All details are finalized 2 weeks before event

Large Scale Annual Events & ECS Contact

Capital Fest - Lauren Costello

Cardinal Palooza - Max Dreitlein

Cardinal Weekend - Emily Sobieski

Commencement - Emily Sobieski

Fall Fest - Lauren Costello

Family Weekend - Lauren Costello

Late Night Breakfast - Lauren Costello

Open Houses - Emily Sobieski

Orientation - Max Dreitlein

Research Day - Emily Sobieski

Senior Week - Lauren Costello

Role of the ECS Point of Contact

- Consult with client about event logistics before request is made in 25Live
- Provide room setup options, with diagrams
- Submit Facilities requests
- Assist with A/V needs for non-academic spaces
- Offer program suggestions
- Connect client with campus partners (Catering, Tech Services, Parking & Transportation, Public Safety, Disability Support Services)
- Assist with protocols (high profile guests, church and government officials)
- Edit 25Live reservations (dates, times, etc.)
- Virtual and hybrid event needs