

Event Request Approval Instructions

The UNM Event portal is a tool for event planners to request approval of events by sharing logistical information with stakeholders on campus. This portal will allow the event requester to submit information regarding their event through a central intake form that will be routed to designated event professionals, safety staff, and administrators for a comprehensive view of events on campus.

The intake form is currently focused on ensuring COVID Safe Practices (CSPs) and vetting for compliance with state issued guidelines surrounding mass gatherings. Guidelines and CSPs may be found on State and DOH sites, which are linked to the [Campus Event Request](#) and [Bringing Back the Pack](#) sites.

The approval form is simple for the event requestor to complete. However, as noted on the form, submission and/or approval does not reserve the space. Clients and event organizers must contact space coordinators at event locations to discuss the venues and reserve space. Space coordinators may tentatively hold the space, direct the organizers to the event request form, and confirm the space once an approval is issued.

Events that do not meet current CSP guidelines will be denied. Please advise event organizers to re-submit the event request when guidelines change and the request will be reevaluated.

Approvers will receive the request via email using Microsoft Flow. The message will contain the event, location, and date. An attachment will provide event details for evaluation.

Approval Roles:

Area Coordinator – One of 4 designees who approve areas reporting to the president, provost, senior vice-president for administration and finance, and athletic director.

Space Coordinator – Individuals responsible for booking space in buildings and outdoor areas on campus.

Dean/Director – The dean or director overseeing the requested event space.

Environmental Health Safety – Safety professionals responsible for vetting CSPs, fire safety, and ensuring other standards are maintained.

Approval Form Functions:

Approve – The request is in compliance and may proceed to the next approver.

Deny – The request is not allowable and the event may not be confirmed at present time.

Request More Information – If the approver needs more information to make a decision, they may click this option and request additional information from the organizer that will help determine whether to approve or deny the event. The message will be sent to the event requestor and messages may be exchanged until there is enough information to make a decision. The message thread will be visible to subsequent approvers.

Approve and Assign* – This option appears when the request needs to be routed manually to the next approver. If you do not know who to send it to next (Dean/Director), contact Ryan Lindquist (depar@unm.edu) for assistance. You should notify the individual you are sending the approval to that

the form is coming their way. Enter only the email address of the next approver in the comment box and select Approve and Assign.

*Note: When Approve and Assign is displayed, the email address must be entered correctly or the flow will be disrupted. Only enter one (1) email address, with no spaces and note that additional comments may not be entered when the Approve and Assign function is displayed.

Approval Process:

1. Event Requestor submits the event online.
2. The request is routed to the Area Coordinator who will either approve, deny, or request more information.
3. If approved, the request will advance to the Space Coordinator.
4. If approved, the request will advance to the Dean/Director.
5. If approved, the request will advance to Environmental Health Safety.
6. If approved the request will advance to the Area Coordinator for final approval.
7. Administrators and other relevant campus stakeholders will receive notification

If a request is denied at any point, the requestor will be notified. Approvers are encouraged to use the Request Additional Explanation function or add a reason in the comment box before selecting Deny.

The requestor will receive email updates and copies of approval/denial and comments as the form proceeds through the flow.