

# Event Management Process

## REGISTRATION/PAYMENT FORM

## WEB PAGE & MARKETING

Event Coordinator

Web Team

Marketing

Workshop Details  
Finalized

Request  
Registration/  
Payment Form  
(step 2)

Provide Event/  
Speaker  
Information (step 2)

Test / Approve?

Request is  
complete and  
correct?

Create Event &  
Registration Form.

Inform Web Admin

Create Event  
Landing Page  
content.

Information is  
complete?

Reg form &  
Landing Page  
approved?

Publish Event

Notify Asst. Dir of Communications AND  
Dir of Distribution

Information is  
complete?

YES

Plan Marketing

Is Event  
Published?

YES

Execute Marketing  
Plan (including  
Eblast)

See Managing Chapter Events web page.  
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