

# End-To-End Event Lifecycle Management Workflow



## ▷ Start

Start of the Workflow/Process.

## ☰ 1. Initialize Event Request

Create a new entry in the 'Event Request' data model to initiate the lifecycle.

## ☑ 2. Assign Event Planner

Create a task for the Event Management team to review the initial request.

## ✍ 3. Update Request Status to 'Under Review'

Update the status field of the Event Request entry.

## 📦 4. Fetch Venue Availability

Retrieve entries from the 'Venues' data model to check for available dates.

## 🔢 5. Calculate Estimated Budget

Calculate the initial budget estimate based on attendee count and venue base cost.



## 📌 6. Venue Selection Task

Create a task for the logistics officer to finalize the venue choice.

## 🗃️ 7. Create Venue Booking Record

Create an entry in the 'Bookings' data model linked to the selected venue.

## ✍️ 8. Update Event Logistics

Update the 'Event Logistics' entry with confirmed venue and date details.

## 📌 9. Vendor Procurement

Create tasks for sourcing catering, AV, and decor vendors.

## 📦 10. Retrieve Vendor Quotes

Get all entries from 'Vendor Quotes' associated with the current event.

## 🔗 11. Sum Total Vendor Costs

Aggregate the 'Price' property from all related Vendor Quote entries to find total cost.

## 🧮 12. Calculate Budget Variance

Subtract total vendor costs from the allocated event budget.

## 📌 13. Final Budget Approval

Create a task for the Finance Manager to approve the calculated expenditure.

## ✉️ 14. Notify Stakeholders of Approval

Send an email to the event stakeholders confirming budget approval.

## ✍️ 15. Update Event Status to 'Confirmed'

Change the status of the Event Request entry to 'Confirmed'.

## 📌 16. Send Invitations

Create a task for the communications team to distribute event invites.

## 📦 17. Fetch Attendee List

Retrieve all entries from the 'Registrations' data model for the specific event.

## 🔗 18. Count Total Attendees

Aggregate the number of entries in the 'Registrations' model to get total headcount.

## 📱 19. Send Event Reminder

Send an SMS reminder to all registered attendees 24 hours before the event.

## 📌 20. Post-Event Wrap-up

Create a task to collect feedback and close the event lifecycle.

## 📄 21. Generate Event Summary Report

Create a final report summarizing costs, attendance, and vendor performance.

## ✍️ 22. Archive Event Data

Update the event entry status to 'Completed' and mark for archiving.

## 🏁 End

End of the Workflow/Process.