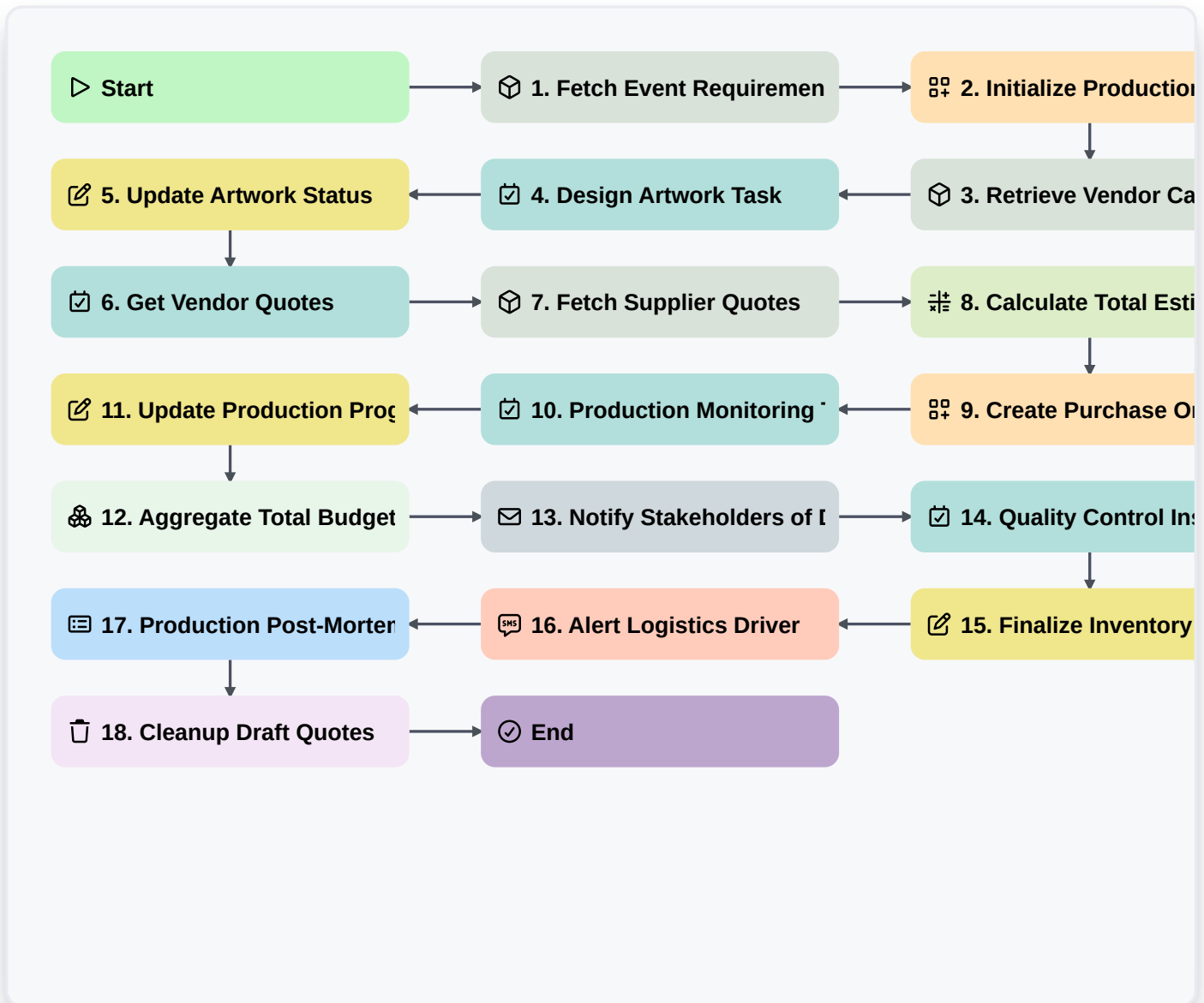


# Event Collateral And Swag Production Process



## ▷ Start

Start of the Workflow/Process.

## 📦 1. Fetch Event Requirements

Retrieve event details and quantities from the Event Master Data Model.

## 🔧 2. Initialize Production Project

Create a new production project entry linked to the specific event.

## 📦 3. Retrieve Vendor Catalog

Get available swag items and their base costs from the Vendor Catalog model.

## 📝 4. Design Artwork Task

Assign a task to the Graphic Designer to create branded assets for the selected items.

## 📝 5. Update Artwork Status

Update the 'Design Status' field in the Production Project once artwork is approved.

## 📝 6. Get Vendor Quotes

Assign a task to the Procurement Officer to request pricing from suppliers.



## **7. Fetch Supplier Quotes**

Retrieve all incoming quote entries related to the current production project.

## **8. Calculate Total Estimated Cost**

Sum the unit costs and shipping fees from the retrieved quotes.

## **9. Create Purchase Order**

Generate a new Purchase Order entry based on the selected vendor quote.

## **10. Production Monitoring Task**

Assign a task to the Logistics Manager to track the manufacturing progress.

## **11. Update Production Progress**

Update the percentage completion field in the Production Project entry.

## **12. Aggregate Total Budget Spent**

Sum the total cost of all finalized Purchase Orders for the event.

## **13. Notify Stakeholders of Delivery Date**

Send an email to the Event Manager with the confirmed arrival date of the swag.

## **14. Quality Control Inspection**

Assign a task to the Warehouse Team to inspect items upon arrival.

## **15. Finalize Inventory Receipt**

Update the inventory status to 'Received' in the Data Model.

## **16. Alert Logistics Driver**

Send an SMS to the driver notifying them that the swag is ready for pickup/delivery.

## **17. Production Post-Mortem Report**

Generate a report summarizing actual vs. budgeted costs and vendor performance.

## **18. Cleanup Draft Quotes**

Delete rejected or expired quote entries from the system to maintain data hygiene.

## **End**

End of the Workflow/Process.