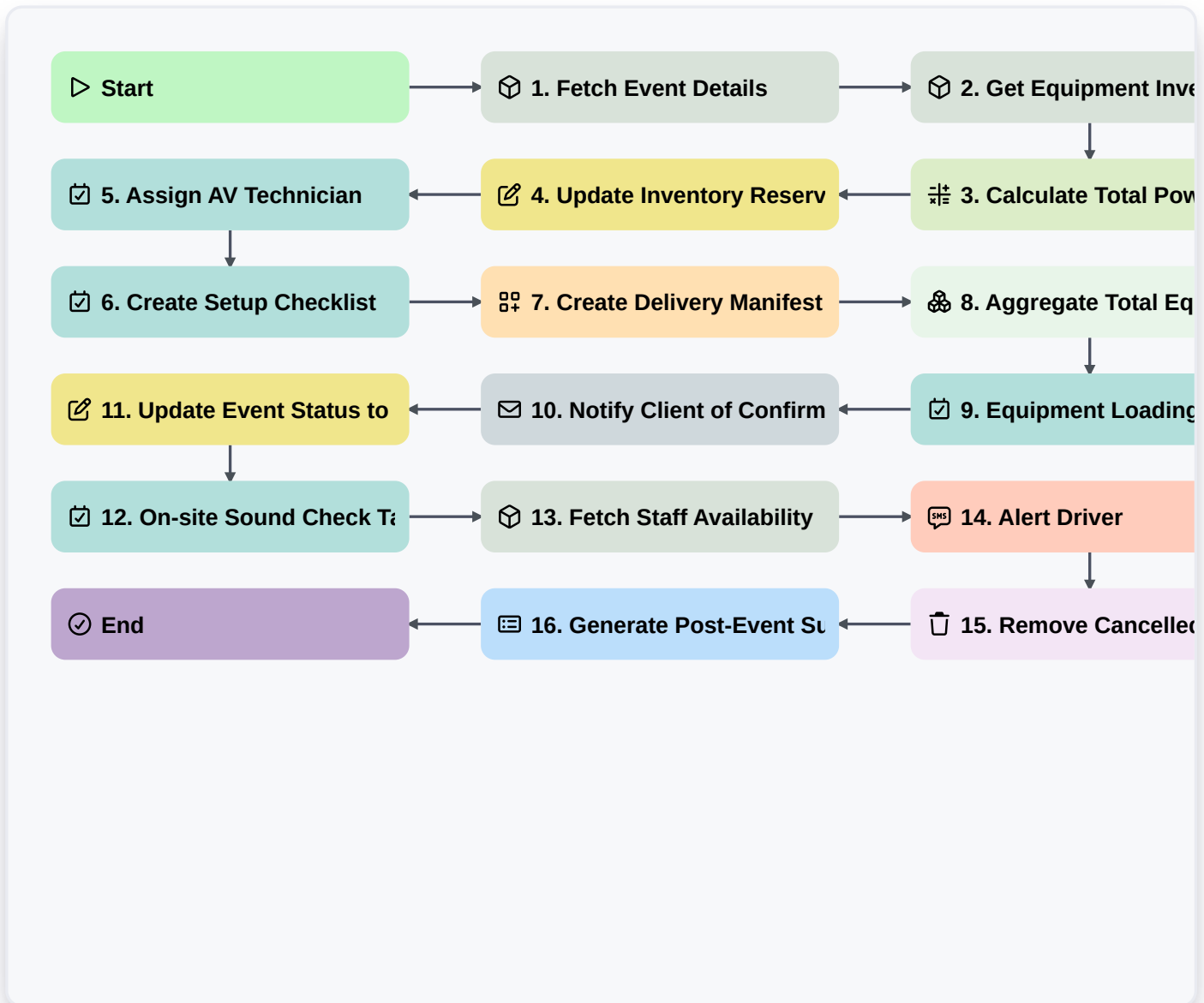


Event Equipment And AV Setup Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Event Details

Retrieve the core event information (date, venue, and client) from the Event Data Model.

📦 2. Get Equipment Inventory

Retrieve the list of all requested AV equipment and quantities from the Event Requirements entry.

⚡ 3. Calculate Total Power Load

Calculate the total electrical wattage required by summing the power consumption of all selected AV items.

✍️ 4. Update Inventory Reservation

Update the status of specific equipment items in the Inventory Data Model to 'Reserved' for the event date.

✅ 5. Assign AV Technician

Create a task for the AV Lead to review the technical requirements and confirm feasibility.

✅ 6. Create Setup Checklist

Generate a task for the Logistics Team containing the mandatory setup checklist (cabling, testing, mic checks).



7. Create Delivery Manifest

Generate a new entry in the Delivery Manifest model containing the list of items and the scheduled delivery time.

8. Aggregate Total Equipment Weight

Sum the weight of all items in the manifest to determine the required vehicle capacity.

9. Equipment Loading Task

Create a task for the Warehouse Staff to pack the items according to the manifest.

10. Notify Client of Confirmation

Send an email to the client confirming that their AV equipment and setup crew are scheduled.

11. Update Event Status to 'Setup in Progress'

Update the main Event Entry status to reflect that the technical setup has commenced.

12. On-site Sound Check Task

Create a task for the technician to perform the final audio/visual test 2 hours before the event starts.

13. Fetch Staff Availability

Check the Staff Data Model to ensure the assigned technician is not double-booked.

14. Alert Driver

Send an SMS to the delivery driver with the venue address and time window.

15. Remove Cancelled Equipment

Delete equipment entries from the request if the client has officially cancelled specific line items.

16. Generate Post-Event Summary

Create a report summarizing the equipment usage, any damages noted, and the final setup efficiency.

End

End of the Workflow/Process.