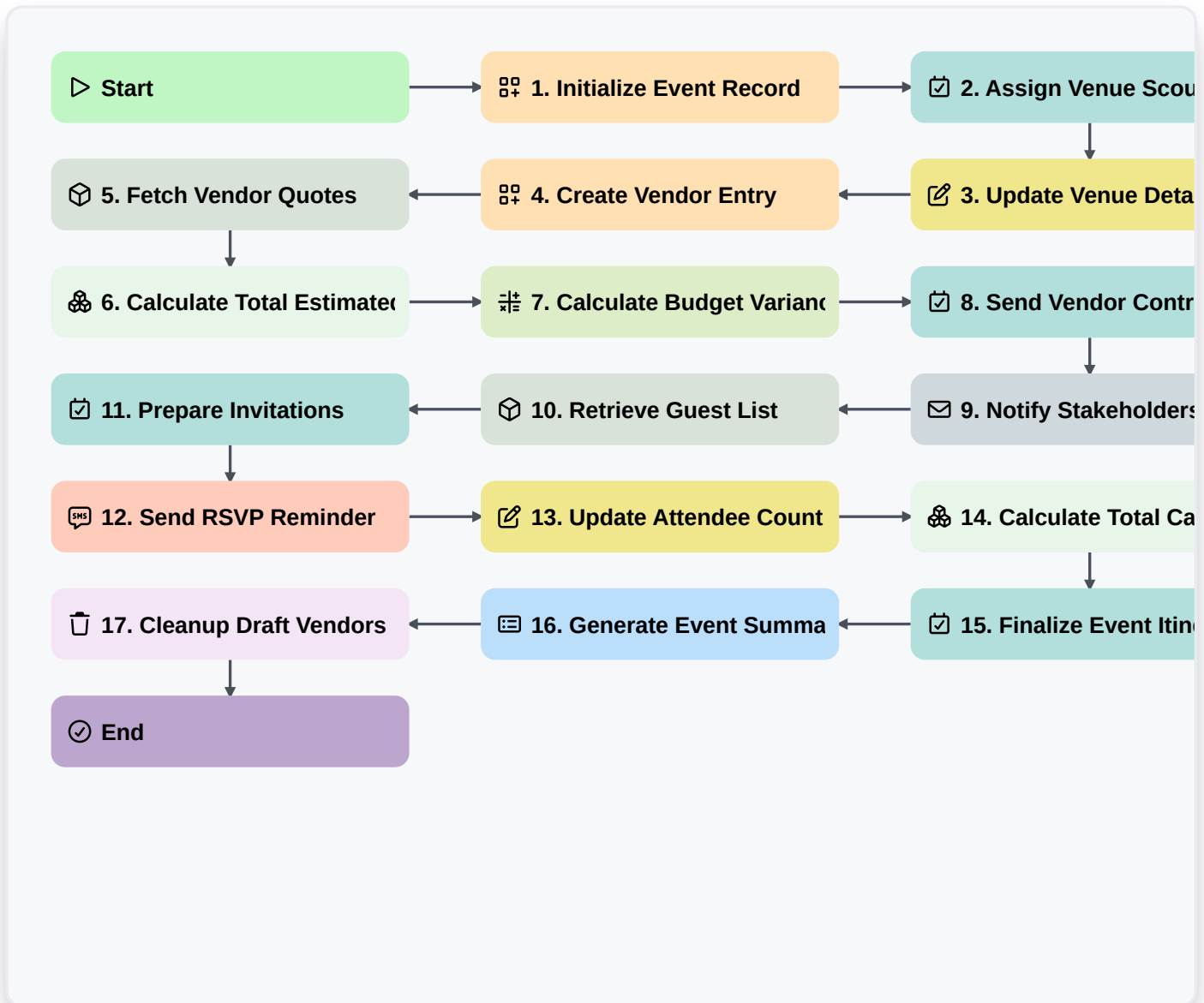


# Event Planning And Coordination Workflow



## ▷ Start

Start of the Workflow/Process.

## 🗄️ 1. Initialize Event Record

Create a new entry in the 'Events' data model with initial details like Event Name, Date, and Venue.

## 📝 2. Assign Venue Scout

Create a task for the Logistics Manager to research and shortlist potential venues.

## ✍️ 3. Update Venue Details

Update the 'Events' entry with the selected venue information once confirmed.

## 🗄️ 4. Create Vendor Entry

Create a new entry in the 'Vendors' data model for catering, AV, or decor services.

## 📦 5. Fetch Vendor Quotes

Retrieve all entries from the 'Quotes' data model associated with the current event.

## 🔗 6. Calculate Total Estimated Cost

Aggregate the 'Price' property from all retrieved Vendor Quotes to find the total estimated budget.



## 7. Calculate Budget Variance

Calculate the difference between the 'Allocated Budget' and the 'Total Estimated Cost' (Budget - Total Cost).

## 8. Send Vendor Contracts

Create a task for the Legal/Admin user to distribute and collect signed contracts.

## 9. Notify Stakeholders

Send an email to the Event Committee with the confirmed event date and venue location.

## 10. Retrieve Guest List

Get all entries from the 'Attendees' data model linked to this event.

## 11. Prepare Invitations

Create a task to design and finalize digital/physical invitations.

## 12. Send RSVP Reminder

Send an SMS notification to guests who have not yet responded to the invitation.

## 13. Update Attendee Count

Update the 'Confirmed Guest Count' field in the 'Events' entry based on RSVP responses.

## 14. Calculate Total Catering Demand

Aggregate the 'Meal Preference' counts from the 'Attendees' list to provide a total for the caterer.

## 15. Finalize Event Itinerary

Create a task to create the minute-by-minute run sheet for the event day.

## 16. Generate Event Summary Report

Create a final report summarizing the event budget, attendee numbers, and vendor performance.

## 17. Cleanup Draft Vendors

Delete entries from the 'Vendors' data model that were rejected during the selection process.

## End

End of the Workflow/Process.