Event Registration Process
for all camps, events, or conferences

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Executive Director for Administrative Services
Event Registration Request

Each University academic and administrative unit sponsoring an event, whether located on or off campus, should register the event not later than thirty (30) days prior to the commencement date of the event.

*NOTE*: All third-party events (sponsored or not sponsored) must execute a facility use agreement as well.

The Total Contract Manager module within Cardinal Purch will be used to register the event.
3 Steps to Register an Event
(to be completed by department)

Step 1: Enter a Contract Request

Step 2: Answer the Questions

Step 3: Review and Submit Request
Step 1: Enter a Contract Request

- Select Contracts - Requests - Request Contract

- Enter Name of Camp and select “Camp/Conference/Event Request” template and press Submit.
Step 2: Answer the Questions

- General Questions
  - Other requested services?
    - Housing ✓
    - Parking ✓
    - Food Service ✓

- Human Resources
  - Staffing Needs ✓

- EHS & Emergency Mgmt
  - Emergency Contact Info ✓

- Document Uploads
  - Brochures, flyers, marketing materials ✓
  - Event Itinerary ✓
Step 3: Review & Complete Request
Event Registration Processing
(to be completed by Stakeholder departments)

• These steps are shown for informational purposes. The “Stakeholder” departments will perform the actions describe, as necessary based on the event.

• The department will receive notifications regarding the event (“contract”) from the Cardinal Purch system.
Create a CAMP “contract”

Campus Event Coordinator will receive the event registration request form and create a contract.

- CAMP contract will have a contract number
- Provides event information and one location for all documents to be stored
Create an Event Info Sheet

Info Sheet provides all the pertinent event information for stakeholders:

✓ Department contact info
✓ Event date(s)
✓ Number of participants
✓ Age groups of participants
✓ Additional Services Requested
  ❑ Human Resources
  ❑ Housing
  ❑ Food Service
  ❑ Transportation/Parking
  ❑ Facility Use
Submit Event Sheet through Stakeholder Workflow

Each stakeholder department will receive the Event Info Sheet:

✓ Housing
✓ Marketing
✓ EHS
✓ Human Resources
✓ Transportation/Parking
✓ Finance
Stakeholder’s Responsibilities

- **Housing**
  - Assists department with housing arrangements

- **Marketing**
  - Reviews all marketing materials

- **EHS**
  - Assists department with Liability Waivers
  - Assists department with Medical Plan/Medicine Distribution Plan
  - Assists department with Communications/Emergency Plan

- **Human Resources**
  - Assists department with hiring of temporary workers
  - If event includes minors, performs annual background checks on all individuals involved the event (faculty, staff, student workers, students, and volunteers)
  - If event includes minors, assists department in ensuring that all individuals involved with the event completes the Child Protection Training

- **Transportation/Parking**
  - Assists department with transportation/parking arrangements

- **Finance**
  - Assists department with budget review and marketplace set up
  - Assists department with event reconciliation and interdepartmental transfer of funds
Create Reminders ("Obligations") for Stakeholders and Department

This is a reminder that the following obligation is coming due:

**Obligation Name:** CPM - Reconciliation & Invoicing
**Due Date:** 1/25/2019 11:59 PM

You are listed as First Party Stakeholder. Please see the details below.

**Contract Name:** Camp Example
**Contract Number:** 734-2019-CAMP-000614
**Obligation Name:** CPM - Reconciliation & Invoicing
**Obligation Description:** Reconcile CPM revenues and costs, and submit invoice to Program Sponsor.

**First Party Obligation Owner(s):**

Use the link below to access the contract within the application as appropriate.

[Click here to view Contract Obligation]

Thank you,
Office of Contract Administration
LAMAR UNIVERSITY

Each reminder is listed here
Approved Event Registration

Ashley Scott,

The following contract has completed contract approval Workflow and is now executed:

Contract Name: Camp Example
Contract Number: 734-2019-CAMP-000614

Please use the link below to access the Contract as appropriate.

View Contract

Thank you,
Office of Contract Management
LAMAR UNIVERSITY
Upload Attachments

Upload Prior to Event Start Date:
✓ Background Check Verification
✓ Training Certificates
✓ Liability Waivers
✓ Class Roster

Upload After Event End Date:
✓ Financial Reconciliation
Questions?

Contact Information
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