



Event Registration Process

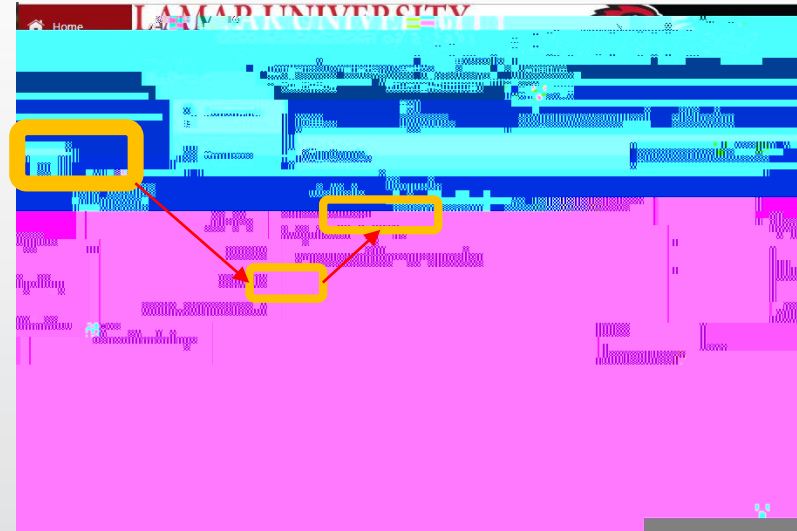
for all camps, events, or conferences

Ashley Scott
Executive Director for Administrative Services





Select Contracts - Requests -
Request Contract



Enter Name of Camp and select
"Camp/Conference/Event
Request" template and press



General Questions

Other requested services?

Housing

Parking

Food Service

Human Resources

Staffing Needs

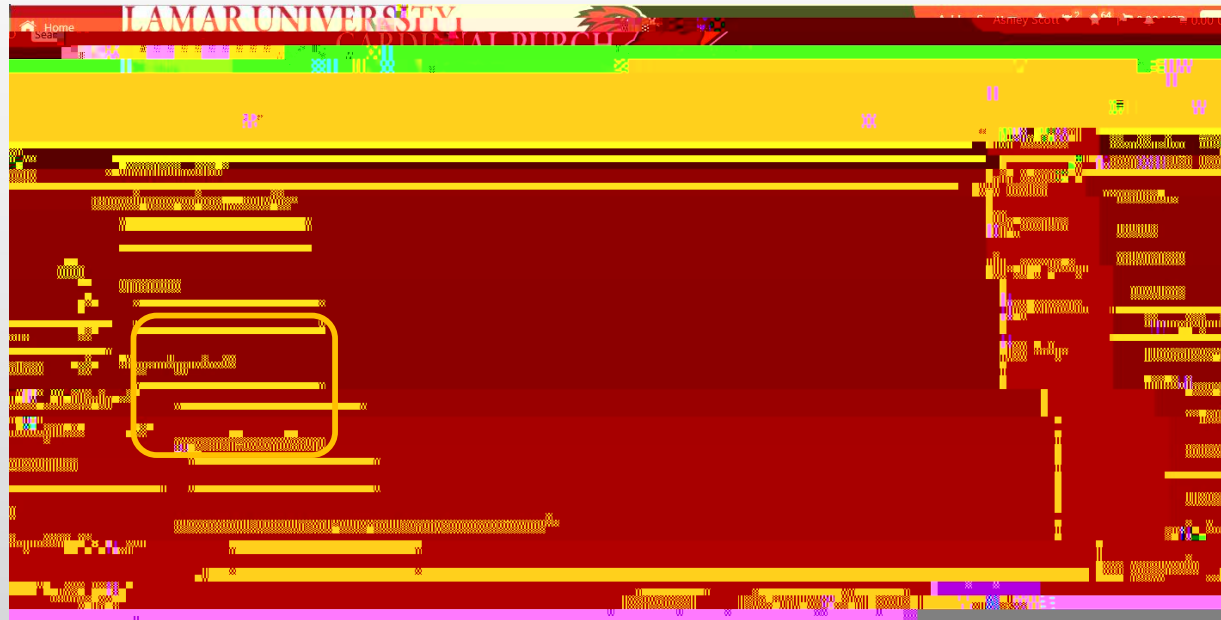
EHS & Emergency Mgmt

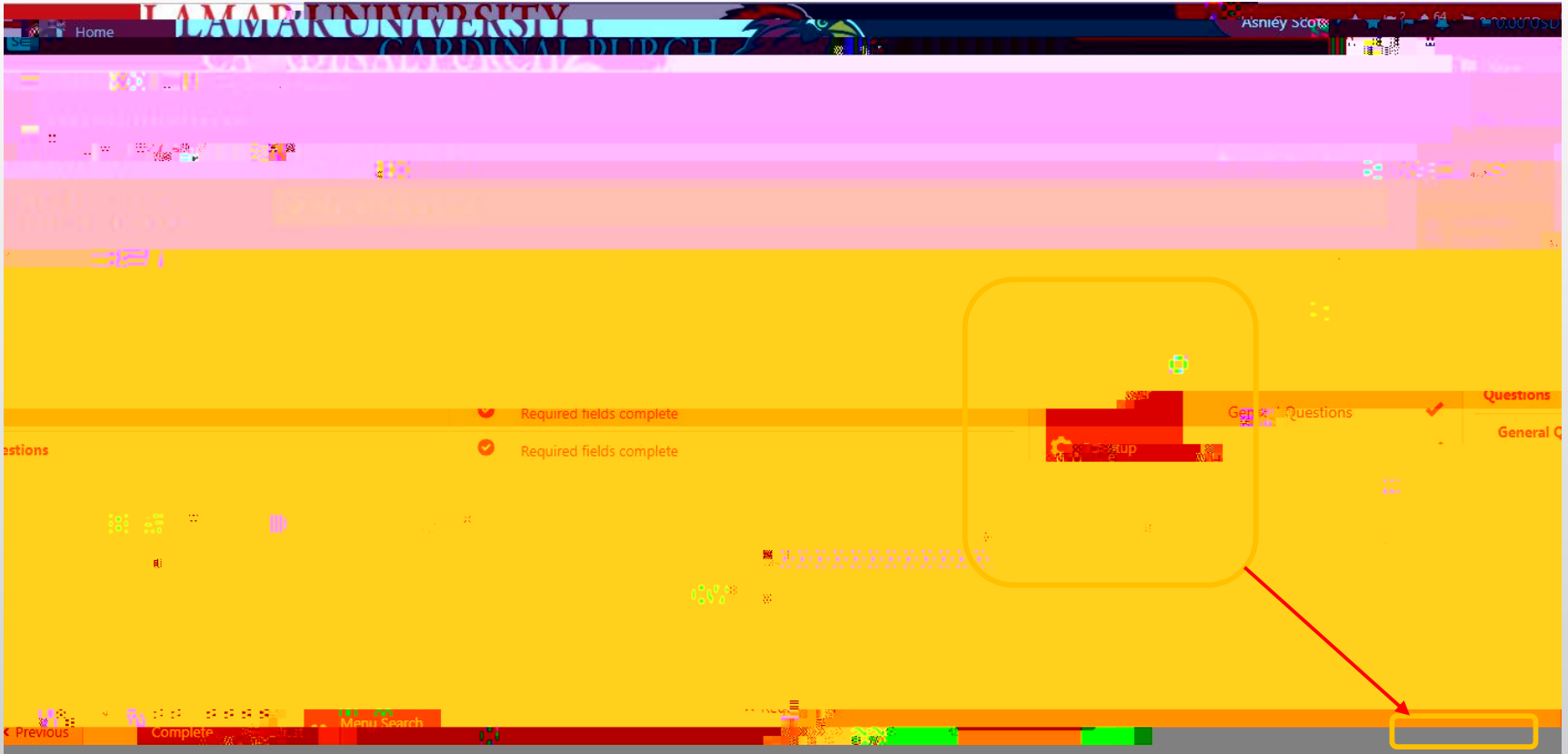
Emergency Contact Info

Document Uploads

Brochures, flyers, marketing materials

Event Itinerary





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



Contract/Event Number: 734-2019-CAMP-000638
Start Date: 08/04/2019
End Date: 08/10/2019

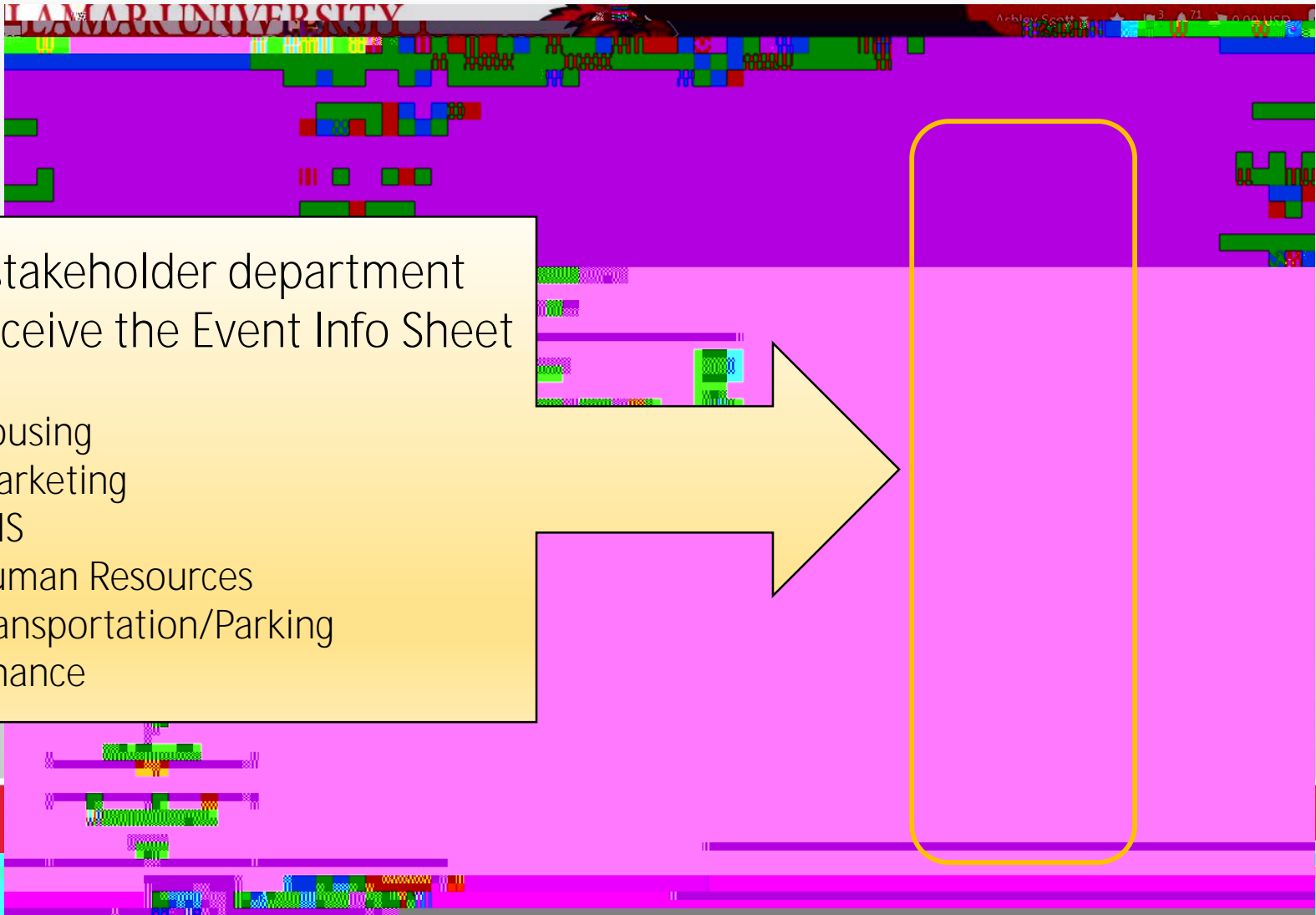


Camp, Conference

Info Sheet provides all the pertinent event information for stakeholders:

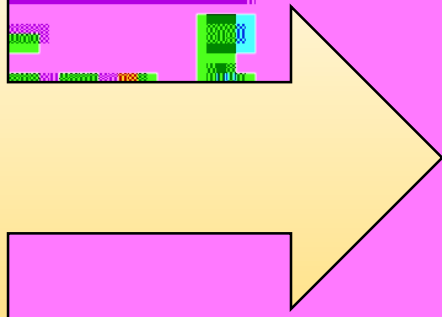
- Department contact info
- Event date(s)
- Number of participants
- Age groups of participants
- Additional Services Requested
 - Human Resources
 - Housing
 - Food Service
 - Transportation/Parking
 - Facility Use





Each stakeholder department
will receive the Event Info Sheet

- Housing
- Marketing
- EHS
- Human Resources
- Transportation/Parking
- Finance



Assists department with housing arrangements

Reviews all marketing materials

Assists department with Liability Waivers

Assists department with Medical Plan/Medicine Distribution Plan

Assists department with Communications/Emergency Plan

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

Assists department with transportation/parking arrangements

Assists department with budget review and marketplace set up

Assists department with event reconciliation and interdepartmental transfer of funds





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

Obligation Name: [Redacted]
Due Date: 1/2/2020 1:33 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: Reconciliation of revenues and costs to Program Sponsor.

First Party Obligation Order(s)

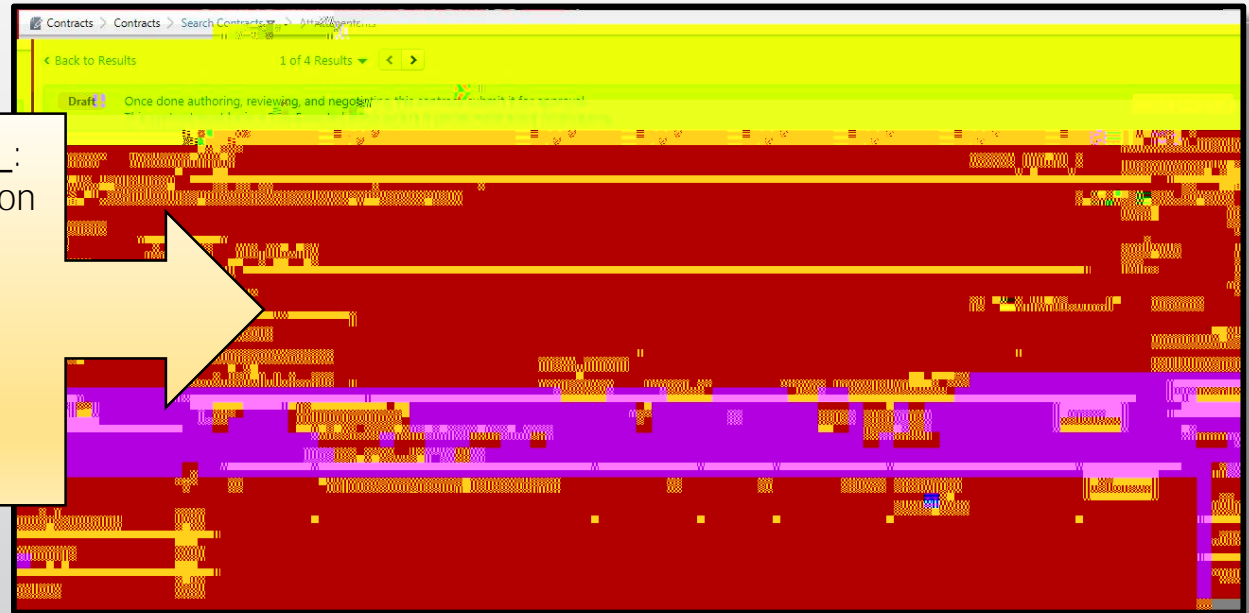
Use the link to access the contract within the application as appropriate.

Thank you,
Office of Contract Administration
LAMAR UNIVERSITY

Each reminder is listed here



Background Check Verification
Training Certificates
Liability Waivers



Contact Information

Ashley Scott

Finance & Operations - Administrative Services

409-

