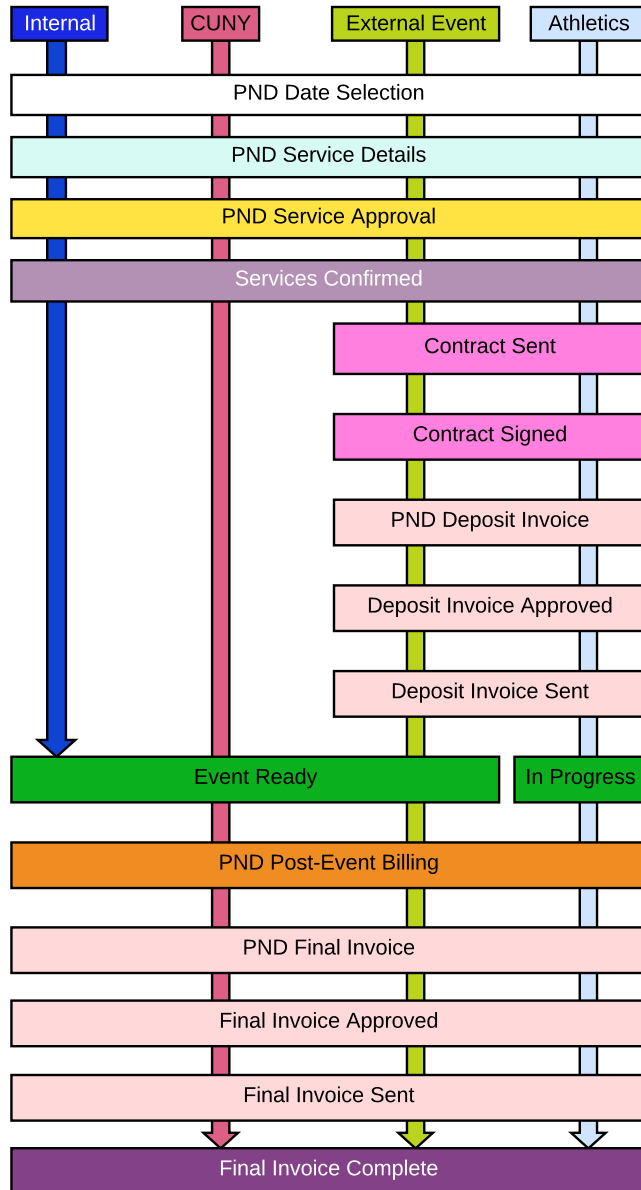


EMS Status Workflow

Last Updated: 4/15/25



PND = PENDING

Multiple dates and/or locations need to be put on hold **for a single event** until a specific option is selected.

A specific date and location have been requested but requests for Service Departments haven't been entered.

Details are entered and ready to be reviewed by Service Departments. Necessary staff coverage is entered at this stage.

All booking details have been entered and reviewed.

The contract has been sent to the client for review.

The contract has been signed and sent back to the College, and the contract routing process has been completed.

The deposit charge has been entered in CUNYfirst.

The Deposit Invoice has been sent to the Business Office to approve and send to the client.

The Deposit Invoice has been generated and sent to the client.

All details have been confirmed and the event is ready to take place.

The event has been completed and Event Coordinators may enter requests for post-event billing from the Service Departments.

Final billing has been entered in CUNYfirst.

The Deposit Invoice has been sent to the Business Office to approve and send to the client.

The Final Invoice has been generated in CUNYfirst by the Business Office and sent to the client.

All payments have been completed by the client.

Cancelled

The reservation has been cancelled.

Cancelled w/ Payment

The reservation has been cancelled, but we have received or are expecting a payment from the client.

No Show

The event organizers did not show up to the event, and did not give prior notice of cancellation.

PND Application Review

The request needs further review before moving forward.

Alternate Location

Indicates that a booking is held as an alternative due to potential problems such as weather, attendance changes, etc.

Waitlist (department specific)

Used by each Coordinator Department to track competing requests. *(Allows for multiple bookings to overlap).*