EMS Status Workflow
Last Updated: 4/15/25

Internal | CUNY | External Event | Athletics

PND = PENDING

PND Date Selection	Multiple dates and/or locations need to be put on hold **for a single event** until a specific option is selected.
PND Service Details	A specific date and location have been requested but requests for Service Departments haven't been entered.
PND Service Approval	Details are entered and ready to be reviewed by Service Departments. Necessary staff coverage is entered at this stage.
Services Confirmed	All booking details have been entered and reviewed.
Contract Sent	The contract has been sent to the client for review.
Contract Signed	The contract has been signed and sent back to the College, and the contract routing process has been completed.
PND Deposit Invoice	The deposit charge has been entered in CUNYfirst.
Deposit Invoice Approved	The Deposit Invoice has been sent to the Business Office to approve and send to the client.
Deposit Invoice Sent	The Deposit Invoice has been generated and sent to the client.
Event Ready / In Progress	All details have been confirmed and the event is ready to take place.
PND Post-Event Billing	The event has been completed and Event Coordinators may enter requests for post-event billing from the Service Departments.
PND Final Invoice	Final billing has been entered in CUNYfirst.
Final Invoice Approved	The Deposit Invoice has been sent to the Business Office to approve and send to the client.
Final Invoice Sent	The Final Invoice has been generated in CUNYfirst by the Business Office and sent to the client.
Final Invoice Complete	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).*