# Women in Property
## Events Process – Process Flow

**Event Organiser (EO)** | **Events Team (ET)** | **Website Admin**

### Plan Event

Check the date is available.
- Branch events calendar
- WiP Events Calendar

Send to ET

→ Create admin listing → Create 'Save the Date' listing on website/App

### Launch Event

Complete New Event Request.
Send to ET

→ Create event workbook & share with EO.
List on events calendar – status: Proposed.

→ Create event listing on Website/App

Submit Additional information to ET ⇄ Check budget and resolve any issues with EO
Amend workbook/ event as required
Request additional information

### Event 'Go Live'

List on events calendar – status: Live
Connect workbook to website & App
Issue Social Media Links

→ Schedule & send mailings

→ Promote Event

→ Monitor bookings

### Event Admin

- Liaise with Venue, Sponsor, Presenters
- Submit supplier invoices for payment
- CPD info
- Issue comp places

→ Monitor bookings
Issue sponsorship invoices
Pay supplier invoices
Submit event for CPD accreditation

→ Schedule further mailings

→ Send guest list and issue with reminder joining instructions/webinar log in details

### On the Day

Log in/turn up early
Record attendance

→ **Webinars only:** Open event session and record attendance

Introduce your event/speakers etc.

→ Take photos, event outro

### Post Event

Submit attendance info to ET
Write review & submit to ET

→ Edit & circulate recording with feedback request
Share Feedback