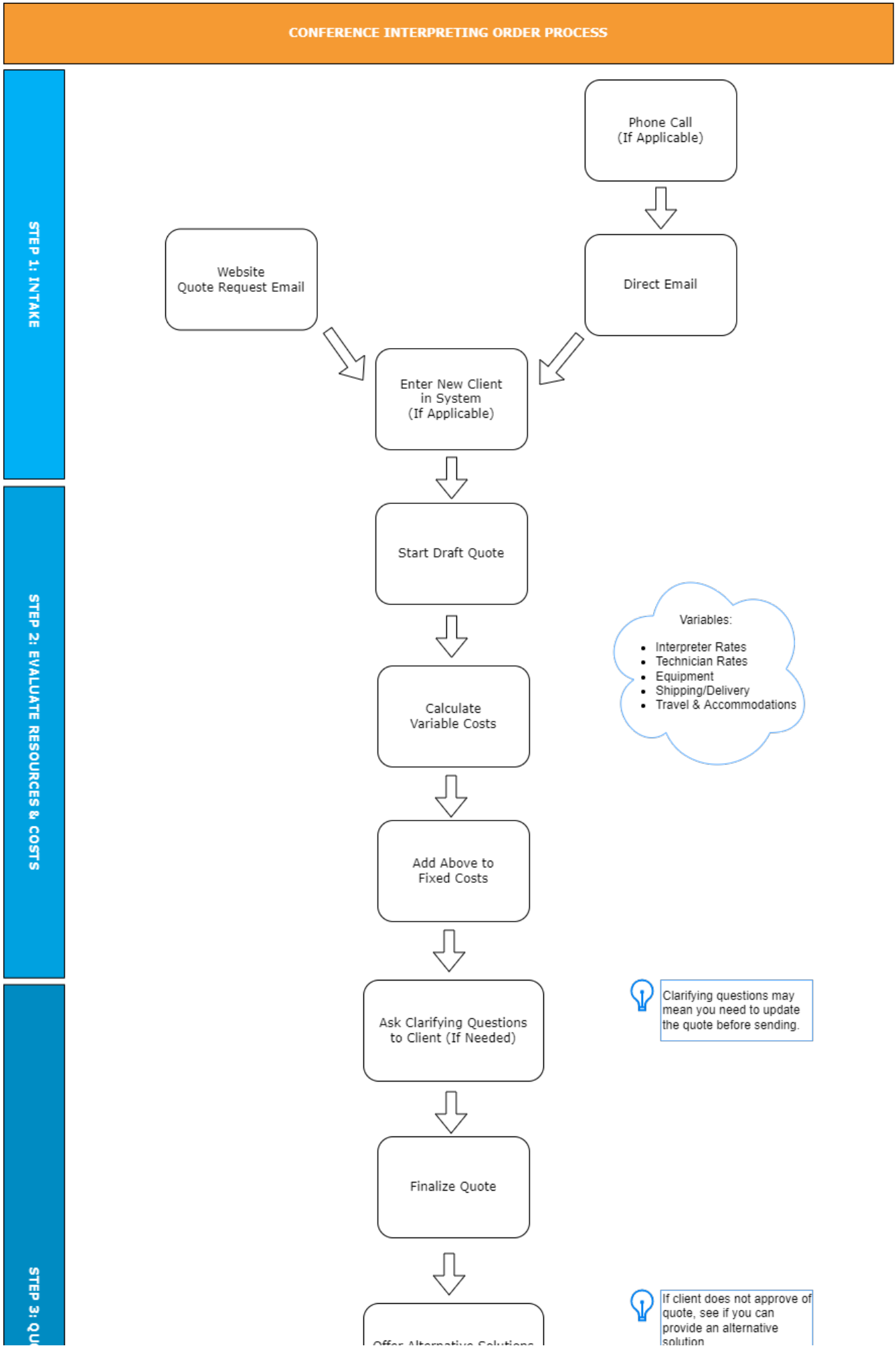
PROCESS CHART (BACKUP 8-1-22)



OTING & ORDER ENTRY

STEP 4: PREPARATION FOR MEETING OR EVENT

STEP 5: CHECK-IN & INVOICING

Offer Alternative Solutions (If Needed)

Request Deposit (If Needed)

Convert Quote to Order

For tracking and management, also update the Meeting & Events Calendar.

Assign Vendors (Interpreters, Technicians)

Request Any Pending Additional Information

Additional Information:

- Preparation Materials
- Registration or Check-in Procedures
- Location map (for large venues)
- Parking information
- Name badge pickup

Send Vendors Reminder with Additional Information

Check In with Client After Event & Gather Feedback

For portable equipment rentals, you will need to also coordinate returns.

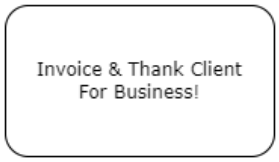
Process Vendor Invoices

Keep track of any overtime or additional fees from vendors.

Track & Count Equipment Returned (If Applicable)

Equipment returns need to be managed and put away in their respective areas after they are returned.





Revision #5
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