|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| LM = Line Manager  EL = Event Leader  CMT = County Management Team | |  | LM & EL hold discussions and agree to make a submission | |  |  |
|  |  |  |  |  |
|  | completing x4 fields allows “save” | |  | *title of event; country; start date; and LM (only LM & EL can see the event at this stage* |
|  | |  |  |  |  |  |
|  | |  | LM & EL complete section 1 ie: all mandatory fields “submit” | |  | *edits and updates can be made throughout the ongoing planning* |
|  | |  |  |  |  |  |
|  | |  | submission notifies EL that CMT members have been informed | |  | *emails to EL & CMT (CMT can now view with LM & EL – only LM & EL can edit)* |
|  | |  |  |  |  |  |
| “not approved” | |  | discussion at next CMT Meeting “approved” | |  | *CC/CMT may decide to inform/involve CEC to support approval (note: LM cannot approve event)* |
|  |
|  |  |  |  |  |  |  |
| *LM and/or CC have discussion with EL* | |  | CC or a Deputy CC completes section 2 | |  | *approval emails to LM & EL* |
|  | |  |  |  |  |  |
|  | |  | EL continues to complete/update section 3 (mainly uploading documents) | |  | *CMT notified of uploads Core Team can view LM monitors for CMT* |
|  | |  |  |  |  |  |
|  | |  | edits locked at event start date | |  |  |
|  | |  |  |  |  |  |
|  | |  | post event section completed | |  | confirms reviews; reports; and accounts; have been submitted |