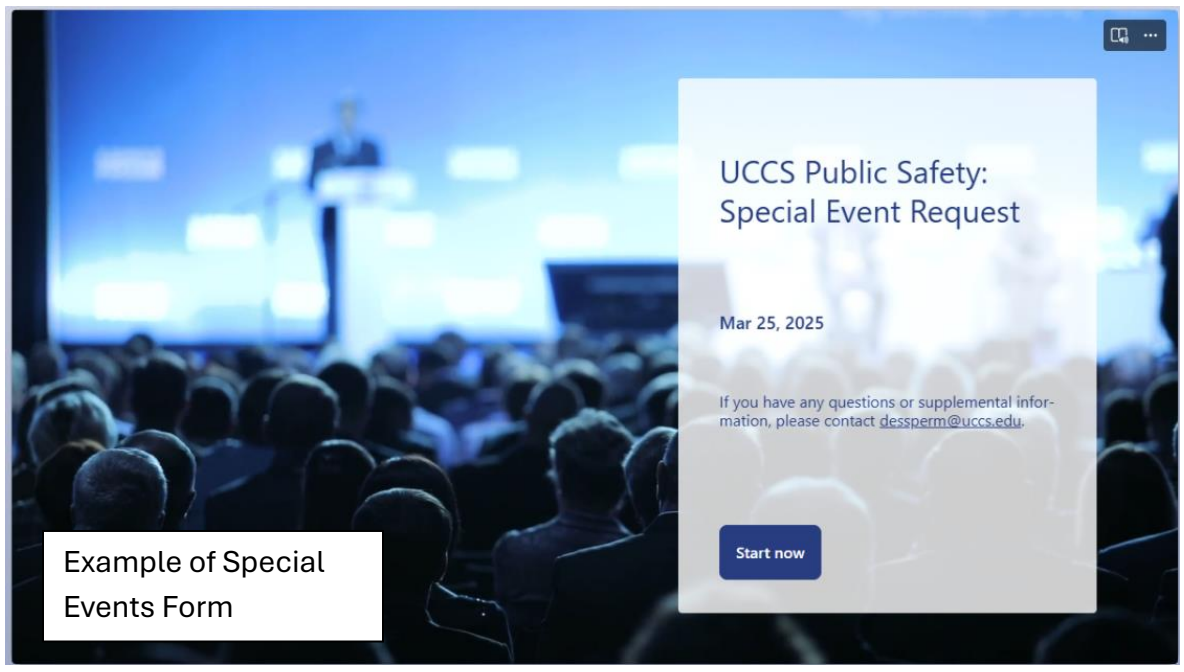
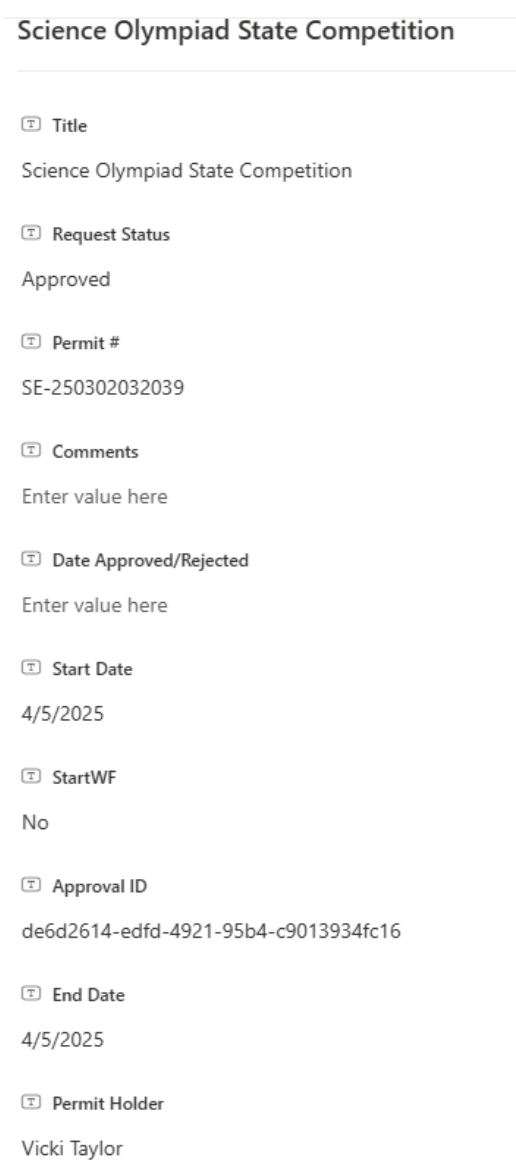
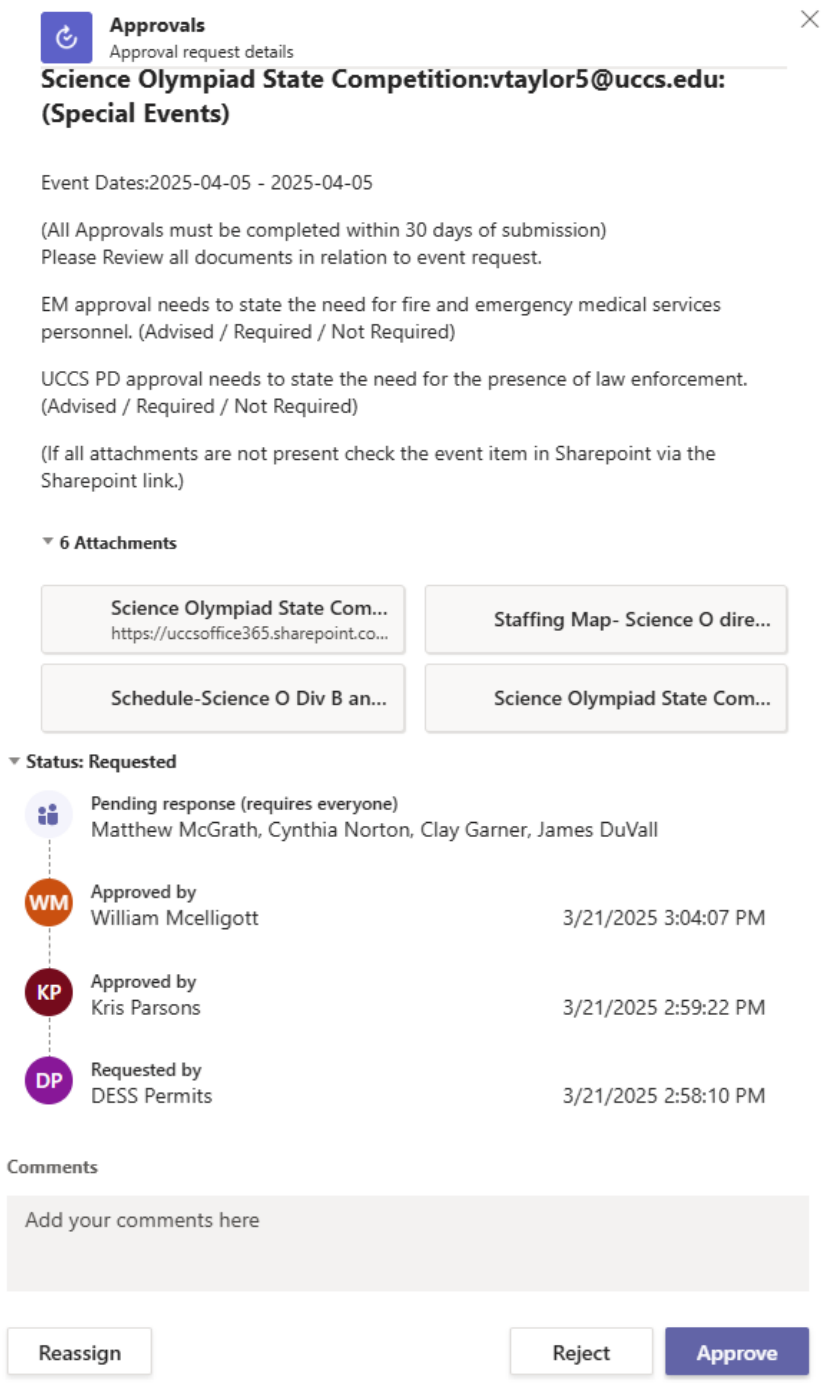



Example of Special Events Form

All request forms for safety permits including Special Events, Hot Work, Open Flame, Artificial Smoke, & Simulated (Prop) Weapons can be found on our website (Special Events and Permitting | Emergency and Safety Services).These forms are often filled out by our on-campus Event Services, Performing Arts, and Facility Managers.

When a new response is submitted to a request form a Power Automated Cloud Flow begins (pictured on the left). This automation flow compiles all submitted information and creates a SharePoint item (example below) to track and update the item throughout the entire approval process.






In the final steps of the flow an email is automatically sent to the submitter and whoever they listed as the events POC, and a Microsoft approval (example on left) is created and sent to the appropriate approvers. Approvers can then review and approve/reject the request. When a final decision is made, an email is automatically sent to the requestor, if approved the email will contain a generated permit, if denied reason for denial will be included. The status in the SharePoint item is then updated to show whether the request was approved or rejected, and if a permit was issued a copy is saved under the item.