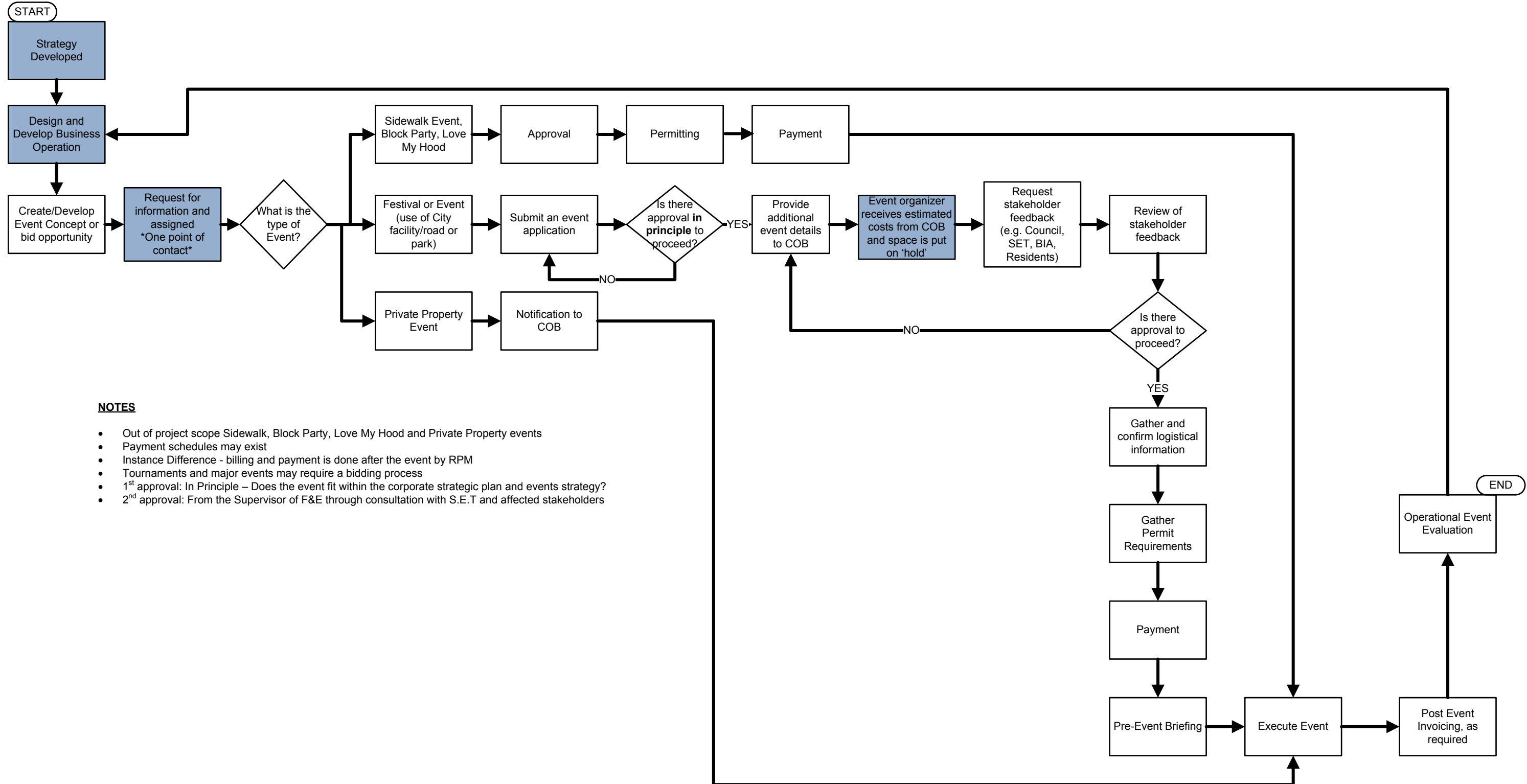


Process Name: Event Management Process

Process Owner : Supervisor of Festivals and Events

Document Date : Oct 26, 2016



NOTES

- Out of project scope Sidewalk, Block Party, Love My Hood and Private Property events
- Payment schedules may exist
- Instance Difference - billing and payment is done after the event by RPM
- Tournaments and major events may require a bidding process
- 1st approval: In Principle – Does the event fit within the corporate strategic plan and events strategy?
- 2nd approval: From the Supervisor of F&E through consultation with S.E.T and affected stakeholders