KiSSFLOW - Events and Facilities Booking form

PURPOSE/EXPECTATIONS

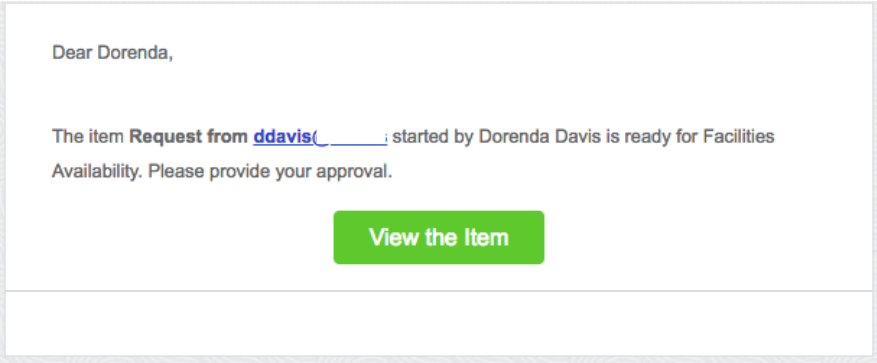
The Events and Facilities Booking form is to be submitted for all school events that require the use of a room/location or for assistance from the Maintenance, Kitchen and/or Technology department. **The Events and Facilities Booking form must be submitted at least seven (7) days before the intended event.** The form will not allow you to submit a request earlier than 7 days prior and therefore, your event cannot be facilitated at the earlier time.

HOW IT WORKS

Step 1 - The event planner initiates the request for use of a space (location) and/or use of items from the Maintenance Dept, Kitchen, Technology Dept.

Once the request details are entered, the initiator hits the ***Submit*** button to send the form on to the **Head Of Operations**.

Step 2 - The first stop in the flow of the form is to the Head of Operations. The Head of Operations receives an email that the request has been initiated and by whom. Clicking on **View the Item** allows the details of the initiator to be seen.



The Head Of Operations reviews the request and checks for availability of location during the date and time requested. The Head of Operations is able to send the form back to the initiator for clarification or to notify that a date/time is not available so that the initiator can make changes and resubmit.

Once everything is fine, the **Head Of Operations** hits the ***Approve*** button.

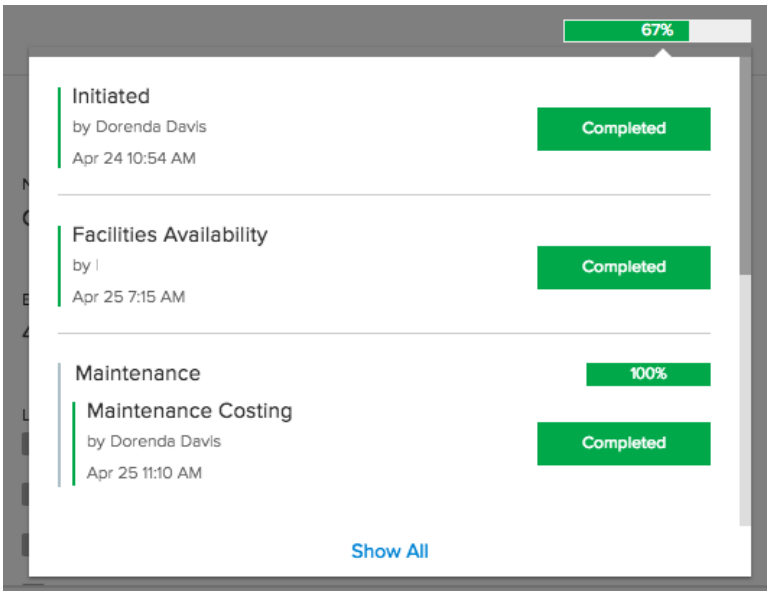
Step 3 - Maintenance/Kitchen/Tech Dept Input - The form is then passed to the Maintenance Department, Kitchen, Technology and Finance Departments all at once. The Maintenance Department, Kitchen, and Technology departments are notified of the items/amounts needed for their departments only. Any costs associated with the requests from the various departments are input by the departments at this stage. The Business department inputs what the Initiator's chosen department has available in their budget.

Once all of the departments have reviewed the items needed and included a cost (if necessary) they can each hit the ***Done*** button.

***** Note: For their records, each department can print the form by pressing the Print button and choose 'Print the comments associated with this item'.***

The form is returned to the Initiator

Note: The initiator is able to check the progress of the request by clicking on the Progress Indicator in the top right. You can give a nudge to a stage that is not completed by clicking on it and choosing the Nudge button.



Step 4 - Confirmation/Rejection of request - The Initiator receives the request once all of the costs and the available balance have been recorded and makes a decision to approve the request (if there are enough funds) or Reject the request (not enough funds). The Initiator can reject the form back to themselves in order to change some of the amounts or reject back to the Head Of Operations.

Once returned to self, the Initiator is able to **Restart** the process. The form is again available to edit with the existing values so that changes can be made.

The form is also re-submitted to the different departments who are able to edit their initial amounts based on the changes by the Initiator.

Step 5 - Generation of a Work List - Once the initiator confirms that the request should go through, each of the departments that items are needed from receive a Work List of what is requested of them. ***For their records, each department can print the form by pressing the Print button (at the top) and choose 'Print the comments associated with this item'.***

The departments should hit **Save** on the item until they have done everything related to the item, then they can hit the **Done** Button.

Hitting **Done** by all departments, completes the process and the Initiator receives a confirmation that the process is complete with the understanding that all parties have secured the items needed.

Submitting a Request using the Events and Facilities Booking form

The event planner starts the process. Below are the steps in the process:

Access KissFLOW

1. Chooe Google Apps (to the right) from within your Gmail. The menu of available apps appears.

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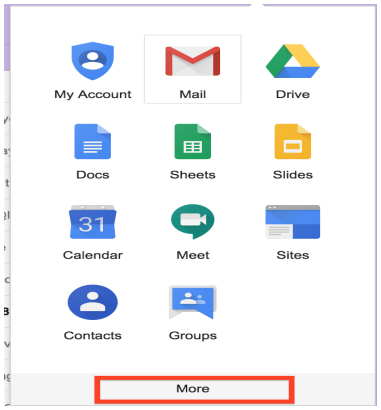
2. Select More from the available options.



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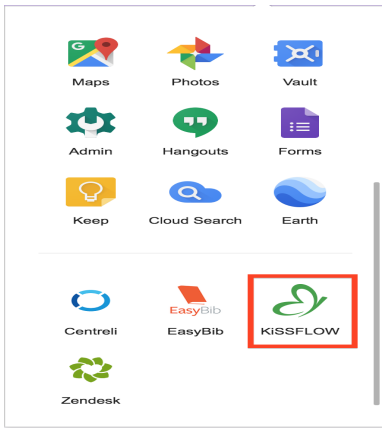
3. Select KissFLOW from the list of More options that become available



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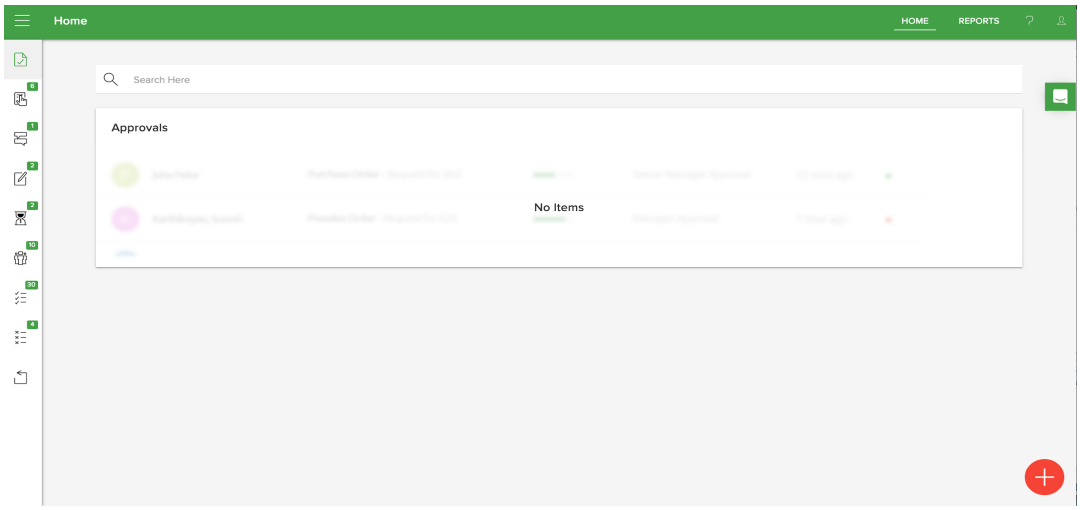
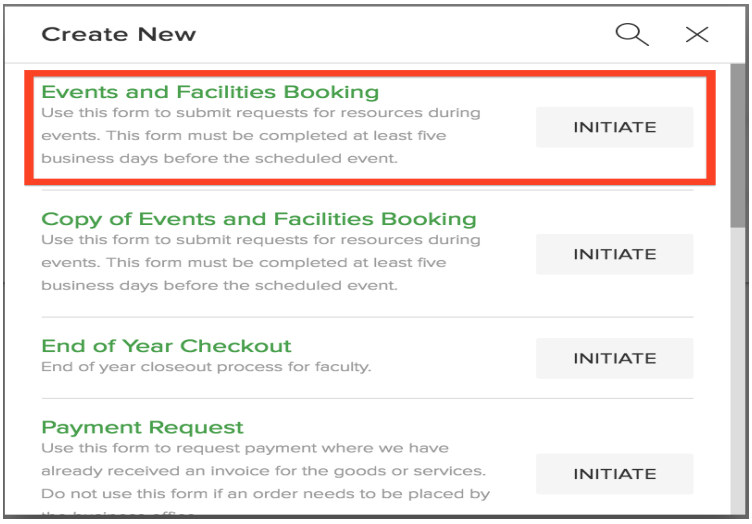
4. Log Into Your KissFLOW Account using your Google credentials

Initiate the Request - Once you access KissFLOW, your Home screen appears

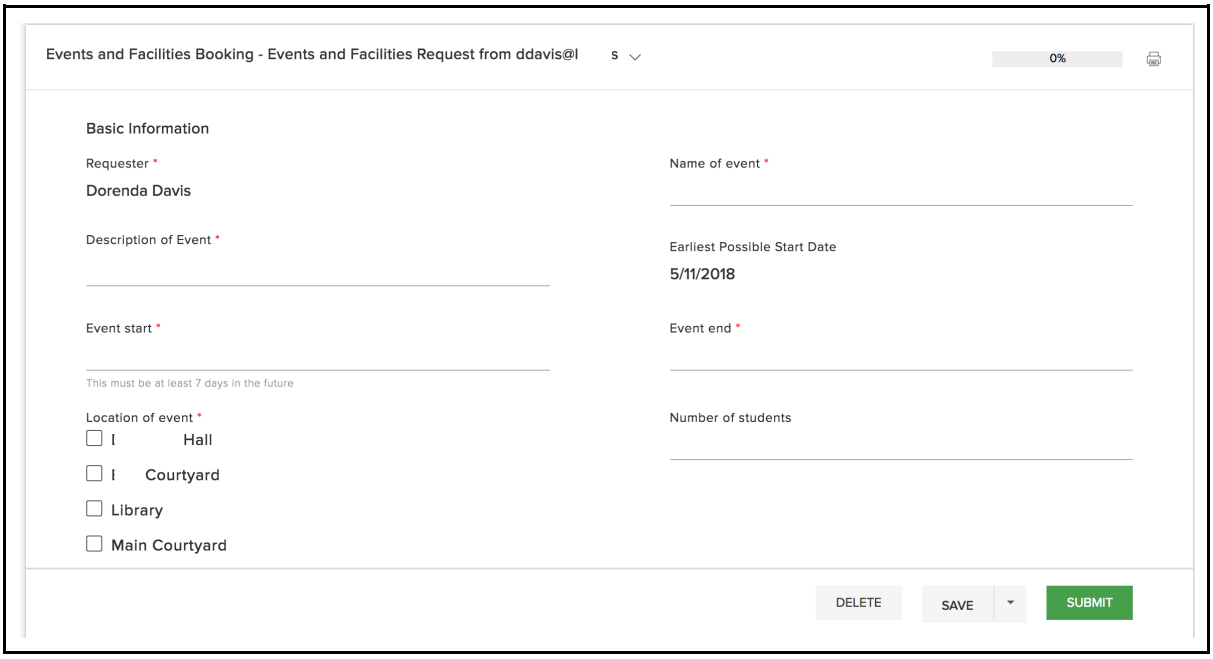


Click the red button - bottom right to start/Initiate a NEW request



Click the INITIATE button on the Events and Facilities Booking option

Complete the Events and Facilities Booking form



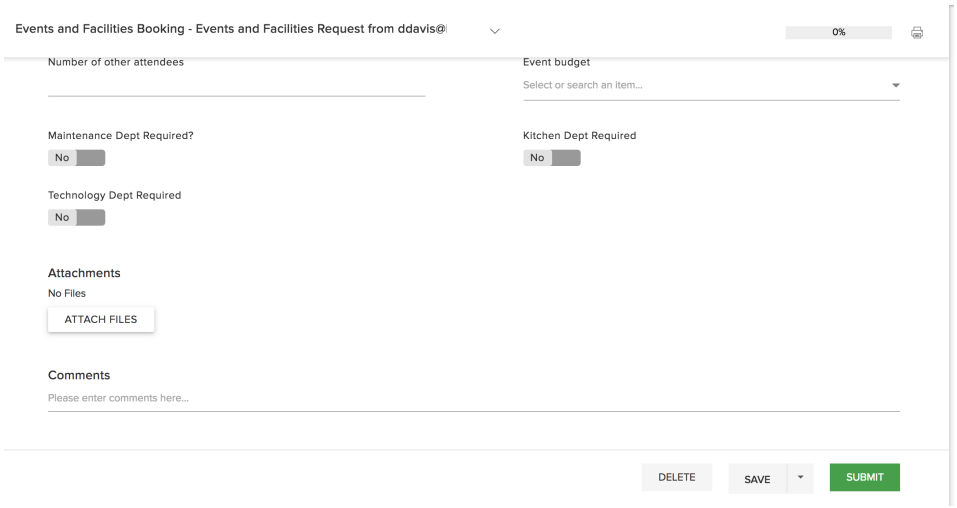
The requestor includes Basic Information about the request as well as indicates whether or not items are needed from Maintenance, Technology and/or the Kitchen:

Basic Information

- Requestor Name - the system enters this based on login details *
- Name of the event *
- Description of Event *
- Earliest Possible Start Date - the system displays this based on the day's date. The system displays a date that is 7 days away from the day's date.
- Event Start (Date and time) * **The system will not allow you to submit a request for an event that would be less than 7 days away - or earlier than the date displayed in the Earliest Possible Start Date field.**
- Event End (Date and time) * **This must be later than the Event Start date/time**
- Location of event (Checkboxes)*
  - Hall
  - Courtyard
  - Library
  - Main Courtyard
  - Room (Grade 6)
  - Room (Grade 6)
  - Room (Science Lab)
  - Room
  - Secondary Courtyard
  - Teacher's Lounge
  - Upstairs Balcony (Admin Building)
  - Main Hall
  - Soccer field

    - Basketball court
- Number of students
- Number of staff
- Number of parents
- Number of other attendees
- Maintenance Dept Required? Yes/No
- Kitchen Dept Required? Yes/No
- Technology Dept Required? Yes/No
- Event Budget - this is an indication of the department budget that will be used to pay for the event if it has a cost associated with it. This field contains the following options:
    - Admissions
    - Development
    - Parent Academy
    - Professional Development
    - Principal
    - Sporting Events

The requestor then indicates whether or not they need items from Maintenance, Kitchen and/or Technology.



The default on this is No. By switching to Yes, an additional sub-form appears for each of the areas selected with a request for additional details.

<u>Maintenance Details</u>

- Sound System * (This is a yes/no option field)
- Podium* (This is a yes/no option field)
- Table cloths required* (This is a yes/no option field)
- Number of round tables
- Number of rectangular tables
- Number of high ball tables
- Number of desks
- Number of chairs
- Number of microphones
- Risers
- Number of easels

- Number of coolers
- Number of drop cords
- Number of bleachers
- Number of tents
- Other Maintenance Item
- Number of Other Maintenance Item

Kitchen Details

Supplies (checkboxes)

- Cloth Napkins
- Disposable Napkins
- Silverware
- Disposable Utensils
- Disposable Cups
- Tea Cups
- Glasses
- Wine Glasses
- Disposable Plates
- Chinaware
- Platters
- Coffee Service
- Other Supplies

Food (checkboxes)

- Fruit platter
- Sandwich platter
- Cheese and crackers
- Salad
- Pasta
- Cakes
- Breakfast Pastries
- Other Food Items

Event Food Service Staff Required* (This is a Yes/No option) - Based on the number of persons attending and the food requirements, the Kitchen will determine and recommend the number of Kitchen Staff required for the event.

Technology Details

- Projector (yes/no)
- Screen (yes/no)
- Number of Video Cameras
- Number of Digital Cameras
- Number of Laptops
- Number of iPads
- iPad app
- Number of iMacs
- Other Technology Items

Once the details are entered, the initiator hits the green ***Submit*** button for the request.