

How i use **Mazevo** with ease

*I always find it easy to use Mazevo
to create my events and follow the steps:*



Contact my supervisor
to get the **"go-ahead"**
for the event!



Create the Event Request
@ **Mazevo min. 15 working days**
before the event!

Event Name
Event Type
Brief Description
Expected Number
Start/End Time

FURTHER INFO



Now it's time to start
organizing my Event

-Finalize with
speakers/panelist
(if any) and more!



Wait for the Mazevo
confirmation e-mail



Add the needed **Resources**
to inform the ACG providers:

Technical Services, Pierce Theater,
IRM, Operations (Food Services,
Security, Cleaning, Procurement),
Marketing, Admissions,
Nurse Coverage,



I open the **Requisition**
(if needed) and submit
the Mazevo PDF
for expense approval



Make sure to finalize
the needed resources,
as they are communicated
to the ACG providers



Post-Event Update
I remember to email
events@acg.edu
with the actual number
of participants
at my event and any
other information
that may be useful
for ACG reporting.

