



JFEDGMW HQ

# Basecamp

Federation Events & Marketing  
Project Request Flow



## I have an idea!

**K** Impact Department's Court  
**E**  
**Y** Your Department's Court

No, it's not an event, and I know exactly what I need.



Go to Basecamp HQ and complete the **"I Know What I Need!"** form.



Your project is underway! Kristin Byrne is your point of contact for any questions.

**Do you want to have a meeting to discuss your idea?**  
**There's a (Jot)Form for That!**



Go to Basecamp HQ and complete the **"Events & Marketing Proposal"** form.



The Basecamp project will be created when the requested event dates are approved by Julie. A meeting will be set up between you and the assigned team to review the project schedule and needs.



Prepare to discuss your anticipated event and marketing needs at the meeting.



After the meeting, a full project timeline will be built in Basecamp based on your drop dates and To-Dos will be assigned. We're on our way!



Yes! I'd love to talk through a plan.



It's an event.



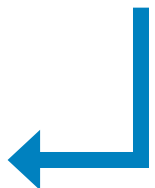
It's marketing material.



Go to Basecamp HQ and complete the **"Marketing Request"** form.



A Basecamp project will be created and a meeting set up between you and the assigned team to determine the project schedule and needs.



Prepare to discuss your anticipated marketing needs at the meeting.