LAST DAY TO SUBMIT APPLICATION

Tier 1 = 3 business days from first event day
Tier 2 = 30 calendar days from first event day
Tier 3 = 120 calendar days from first event day
Tier 4 = 180 calendar days from first event day

Blue Shading = Applicant Responsibility
Orange Shading = ACE Responsibility

Special Event Application submitted via Formsite

Is Application Complete?
  Yes → ACE Provides Preliminary Recommendation
  No → Applicant informed of needed information – updates application

Tier Determined & Communicated to Applicant

Tier 1 or 2
  → Applicant Moves Forward with Event Planning

Tier 3 or 4
  → Additional Information Requested by ACE Departments
    No Additional Info needed for Departmental Review(s)
    → Relevant Department Reviews Complete
    -> Applicant Notified of Decision

Tier 1 or 2
  → ACE Provides Preliminary Recommendation
  Approved → Applicant Moves Forward with Event Planning

Tier 3 or 4
  → Additional Information Requested by ACE Departments
  No Additional Info needed for Departmental Review(s)
  Relevant Department Reviews Complete
  → Applicant Notified of Decision