|  |  |
| --- | --- |
|  | **Event Request Job Aids** |
| *EOSMS Guide Effective Date:*  *08-01-2025 GUIDE\_EHS\_01*  |
|  |
| Instructions  |
| This Job Aid is intended for staff and faculty at Kennesaw State University, as well as external personnel, who are submitting event requests through the EHS Approvals Module in EtQ Reliance. |

**Step 1: Create a New Request**

1. Click on the link: <https://kennesaw.etq.com/prod/rel/#/app/system/module/KSU_APPROVALS_1_P/view/ETQ$MY_ASSIGNMENTS_VIEW>

This will direct you to EtQ Reliance. If you need help logging in or locating EHS Approvals, please watch the short video available on the Approvals website.

1. Log in to the EtQ website and locate the  icon. Click on the icon and select All Modules.
2. Locate the EHS Approvals tile and click on it
3. Click New Document à Event Request to begin a draft.
4. Click Show All on the left panel to expand the full form.

**Step 2: Fill in Required Information**

1. Complete filling all fields in the request (ex., Request Detail, Event Details, etc.)
2. Under Special Requirements, click on the box located below the question (It will list items for your Event, ex, involving cooking, inflatables, food trucks, pyrotechnics, or other special requirements)
3. Select the items from the list and click on “>” to move them to the selected box, and click OK this will move the sub-forms of the items you selected.
4. All the Special Requirements you selected from the sub-forms may require other information. (For requests involving any inflammable, the Fire extinguisher request sub form needs to be completed.) Click on the Fire extinguisher button to complete those steps.

**Example Sub-Forms:**

Sub-Form:            When to Use:

Cooking:           If your event includes food prep, open flames, grills, etc.

Inflatables:         If using bounce houses or similar inflatable equipment

Food Trucks:            If hosting multiple food vendors, you can add multiple rows.

Pyrotechnics:           If the event involves fireworks or flame effects

1. Upload all required supporting documents (e.g., vendor insurance, setup diagrams, safety plans).

**Step 3: Route for Approval**

1. Save the request first and then Click Send

Ensure the following fields are correctly set:

* **“Assign To”** is editable and defaults to EHS Event Approval
* **“Notify”** is editable (no default values)
* **“Comment field”** is editable

Fields such as Request Number, Employee Info, and Phase Tracking are read-only.

1. Click Send to move it to the Next Phase.