

# CAS EVENT BUILD WORKFLOW

**Note:**

1. Your event must be in scope meaning that it is external facing and involves donors and alumni.
2. You do not need to have all of your event details to submit a Project Inquiry Form (PIF).
3. You can PIF multiple events in a single PIF - PIF now for the whole fiscal year!
4. It is better to PIF and cancel than not to PIF and miss the boat :-)

