

## EVENT REQUISITION FORM

<b>Name of the Event:</b>				<b>Organized by:</b>			
Period: DD/MM/YY From: _____ to _____				Coordinator ( Name & Cell No)			
Type of Event:							
Space : Indoor/Outdoor							
<b>Indoor:</b> Class Room: Conference Hall: Auditorium: Banquet Hall:				<b>Outdoor:</b> Open Air Theater(s) Rugby Ground(campus-13)			
<b>Target Audience Size: (In number)</b> Invited Speakers: External Guests: Internal Members: Staffs: Students:							
<b>Schedule of the Event</b> (if event continues for more than one day)							
Day	Date	Start Time	End Time	Special Attention needed			
1							
2							
3							
4							
5							
<b>Dais Arrangement ( Nos.)</b> Please provide the name of the resource person sharing the dais. The Name Plates to be prepared accordingly							
1				2			
3				4			
5				6			
7				8			
9				10			
<b>Electricity &amp; Light Arrangement</b> (If outsourced, then organizer has to process the bills)							
Sl	Items	Qty		Sl	Items	Qty	
1	Power Back-up			2	LASER		
3	LED Palco			4	Stroke		
5	Smoke			6	Beam/ Sarfi		
7	Follow Spot (Odishi)			8	Monitor		
9	Halogen Light			10	Metal Light		
11	Litchi			12			
13				14	Sound Box		
<b>Audio &amp; Visuals</b> (If outsourced, then organizer has to process the bills)							
1	Projector			2	Projector Screen		
3	Microphones(Cordless)			4	Stand Microphone		
5	Podium Microphones			6	Corded Microphone		
7	Tie Phone			8	Mike Jack		
9	DJ Console			10	DJ Boy		
11	Base			12	Cross over		
13	Echoliser			14	Compressor		

15	Band Key		16	Photography (Still/Video)	
<b>Tables/Chairs/Sofa/Tents</b>					
Sl	Items	Qty	Sl	Items	Qty
1	Tables(for dias,if there)		2	Tables	
3	Chairs(Dias)		4	Sofa Set	
5	Plastic Chairs		6	Podium	
7	Teapoy		8	Tents	
9			10		

<b>OTHERS</b>					
Sl	Items	Qty	Sl	Items	Qty
1	Banners*		2	Guiding Boards*	
3	Print Materials*		4	Invitations*	
5	Decorations (to be specified)**		6	Flower Bouquets **	
7	Folders/Pen/Writing Pads**		8	Memento**	
9	Lighting of Lamps		10	Registration Desks	
11	Arrangement for physically challenged persons		12	Trash canes	
13	Water Bottles		14	Name Plate for dais	

\* Items need to be prepared by the Organizer Level. For banners/guiding boards, the organizer has to collect the sizes and accordingly prepare the same.

\*\* Items organized by the students  /the University  (Please tick mark)

<b>FOODS ( It will be ordered to Guest House and the organizer has to pay the bills)</b>					
Sl	Items	Qty	Sl	Items	Qty
1	Snacks for Guests		2	Tea for Guests	
3	High Tea		4	Lunch/Dinner/Both	
5	Tea & Biscuits		6	Curd Water/Lassi	

<b>Transportations (Invited Guest's/Invited Judges/Speakers)</b>			
Date	From & Timings	To & Timings	Guest's Name & Contact Number

<b>General Transportations( University Bus Services)</b>			
Date	From & Timings	To & Timings	Strengths

Signature of Coordinator  
Date:

Signature of Recommending Authority  
Date:

**OFFICE USE ONLY**

- Security Informed
- Police Informed
- Information & protocol Informed
- Event Management Committee Informed

Staffs Assigned for duties:

**DIRECTOR,(S.S)**