

Event Planning SOP

EVENT PROPOSAL		
1	Event Name	Tech Quizine
2	Date	19-08-2021
3	No of days	1 DAY
4	Time	11am to 12pm
5	Location/Mode	Zoom Meeting/Online
6	Purpose of event	The purpose of this event “Tech Quizine” is to let the attendees test their fundamentals. This event also focuses on aptitude and sharpens their reasoning skills within a stipulated time.
7	Target Audience	1st - 4th Year Students
8	Expected Attendees	100
9	Event Description	The event “Tech Quizine” is being conducted in collaboration with GQC(Gitam Quiz Club) . It aims to be a brief assessment of skills and knowledge gained over the years spent in under graduation. This event assists the attendees in understanding the requirements of a firm in a recruitment process.
10	Budget/Resources required	Zoom ID and password, Amazon vouchers (Rs.1000*2 , Rs.500*2)