

## Event Planning SOP

EVENT PROPOSAL		
1	Event Name	Gain and Retain
2	Date	21-09-2021
3	NO. of Days	1 DAY
4	Time	12:00 PM to 1:00 PM
5	Exam scheduled if any	No
6	Location/Venue/Mode	Zoom Platform/Online
7	Purpose of event	The purpose of the event “Gain and Retain” is to enlighten the attendees as to how they can land their aspired job by learning the experiences of the speakers. Our speakers will deliver the best practices to prepare for placements, provide insights on software roles in tech companies, and help you find your dream job.
8	Target audience	1st - 4th Year Students
9	Event description	The event “Gain and Retain” features two speakers namely, Anand Star and Priyanka Nair. The speakers will address the attendees on a broad range of topics that include how certificates add value to a resume, and the road map to be followed for placements. This event aims at answering any questions the participants might have regarding placement preparation.
10	Event learning outcome	By the end of the event the attendees will know the importance of certification programs for personality development and learn to make resumes to attract interviewers. The participants will also know the roadmap to get placements.
11	Budget requirement	N/A
12	Resources needed	Zoom Id and password