

## Event Planning SOP

EVENT PROPOSAL		
1	Event Name	Round Robin
2	Date	26-08-2021
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 “Round Robin” is to let the attendees enhance their communication skills and critical thinking through a group discussion. This helps the participants to express their views and prepare themselves for various recruitment processes. It promotes outgoing discussions.
7	Target Audience	1st - 4th Year Students
8	Expected Attendees	150
9	Event Description	The event “Round Robin” is being conducted in collaboration with <b>The Anchoring Club</b> . Participants will get to interact with their peers and have an open-ended discussion on important topics. This event is a comprehensive technique to judge the suitability of an individual and motivates team work.
10	Budget/Resources required	Zoom ID and password, participation certificates, Amazon vouchers(1500*1, 1000*1, 500*1).