

IT314 Project: Interview Questionnaire

College Event Management

Event Organiser:

Event Organiser intro script (use if necessary):

Hello, thanks for taking the time to speak with me.

We are working on developing a College Event Management System — a single platform to bring all event-related information and management features together in one place. The aim is to make event organisation smoother, while also improving student participation and sponsor engagement.

The purpose of this interview is to understand the challenges you face as an organiser, and what kind of support you would like from such a system. Your inputs will help us design features that directly solve the problems organisers encounter.

This will only take about 10–15 minutes, and your responses will be used solely for our project

Interview Questions with classification:

1. Perception & Current Process

- How do you currently plan and manage your events?
- What platforms or methods do you use to promote events (WhatsApp, posters, social media, word of mouth)?
- What challenges do you face in spreading event information to all students?

2. Registration & Participation Management

- How do you currently handle registrations (Google Forms, offline, other tools)?
- What difficulties do you face in managing participant data?
- How do you track attendance or no-shows?

3. Scheduling & Coordination

- How do you decide on event schedules?
- Do you often face scheduling and location conflicts with other events?
- How would you like the system to help in resolving these conflicts?
- Would it be useful if the system also displayed major academic activities (like exams, holidays, deadlines, lectures) so that organisers can avoid clashes while scheduling events?

4. Communication & Notifications

- How do you currently communicate with participants (event updates, reminders, changes)?
- Would you like an automated notification system (email, in-app, SMS)?

5. Event Day Challenges

- What are the common problems during the actual event (delays, crowd management, logistics)?
- Would it help if the system could track delays and show participants an updated schedule?

6. Post-Event Needs

- Do you collect feedback from participants after events? If yes, how?
- Would analytics (e.g., participation stats, ratings, budget vs turnout) be useful for future event planning?
- Do you think showcasing photos/highlights of past events helps attract participants for future ones?

7. Wrap-up

- If you had a single platform for organising, what features would make your job much easier?
- Any other pain points you'd like to share?