

### **Rules & Guidelines for promo activity**

#### **General Rules:**

1. Block your dates for the activities well in advance with SHADE. Time slots will be based on first come first serve basis
2. All Promo activities need to be approved by SHADE team minimum 2 days before the event.
3. Approval of the activity by the SHADE will be based on Quality, Creativity, Team participation/involvement and content.
4. All events should be performed within the given time frame
5. If the activity is not performed on the scheduled date, revised date will be provided only based on the availability of time slots and SHADE does not guarantee rescheduling.
6. Teams are requested to follow the decorum of OFS. Any inappropriate deviation from the approved content during performance, may result in disqualification
7. Any queries/ questions/ discussions regarding the event is to be taken with SHADE only by the respective Team Ambassador/ Team captain
8. Any additional support / facility from SHADE will be provided only if a request is made one day in advance and is approved.
9. All approved expenses related to activities should be submitted to SHADE along with original bills for reimbursement. No reimbursement request will be entertained without the original bills.
10. Taking videos and photos for Promos within the work premises (inside the office) is to be strictly avoided except for the reception, meeting rooms and pantry areas
11. All materials for promos and events can be brought into the office only after approval from SHADE. Front desk / Security has been instructed not to allow any material unless there is approval from SHADE. We request your cooperation in this regard in order to streamline the material movement.
12. Please don't stick any posters, stickers without prior approval from SHADE.

Shade Contact Email : [shade@object-frontier.com](mailto:shade@object-frontier.com)

#### **Rules & Guidelines for Live entertainment performance:**

1. Event has to be performed both in phase 1 and phase 3 Locations separately with the same content. Total score : 200 points for 2 locations
2. In case, if the event is performed in only one phase for unavoidable reasons , only 100 points will be awarded against the total of 200 points.
3. Each team can perform 2 live events (2 events x 2 phases(1&3) = 4 performances)
4. The respective team Ambassador/ captain is responsible for the complete event schedule and arrangements.

### **Rules & Guidelines for Short films:**

1. It should be an original creation. Inclusion of Clippings from other short films/ feature films/ documentaries or any other source is not allowed
2. Evaluation will also be based on the quality of sound and video recorded.
3. Short films submitted for this event will be played in both the phases by SHADE team.
4. Cast and crew should be only from the respective team members.
5. Taking videos for Promos within the work premises (inside the office) is to be strictly avoided except for the reception, meeting rooms and pantry areas
6. Videos & Picture that contain sexually explicit, nude, obscene, violent or other objectionable or inappropriate content are not eligible. SHADE will reserve the right to decision on this.

### **Rules & Guidelines for Poster design:**

1. Size of the poster should be 2 feet x 3 feet (width x height)
2. Poster design should include the team name
3. Inclusion of images of team members within the poster will carry additional weightage towards the scoring for this event.
4. Time line to submit the poster (Soft Copy) to SHADE team: 24-Nov-2017.

### **Rules & Guidelines for Rangoli:**

1. Rangoli should be drawn both in Phase 1 and Phase 3 reception area on the same day.
2. Please block the date for Rangoli for your team with SHADE.(First come first server basis)
3. Only one team will be allowed to draw Rangoli per day
4. White powder will be provided by SHADE team
5. Colour powder should be brought by the respective teams.

### **Rules & Guidelines for CSR activity:**

1. Can be performed inside or outside office premises.
2. For events to be conducted within office premise or within Ascendas premise, permission should be sought with SHADE. Only events approved by SHADE can be conducted.
3. CSR activity should be performed only during (16-Nov-2017 to 31-Dec-2017)
4. A presentation to be done on the CSR activity to Frontians with relevant photos and videos .
5. Time for Presentation : 10 Minutes maximum