

Infodesk and Finance

- Information desk outside SP, NLH.
- Outstation desk outside NLH.
- Sell delegate cards based on the price of each event. Integrate price of event in the delegate registration portal to enable ease of money collection.
- Organizers will be maintaining a separate excel sheet for cross-verification purposes with a standard format.
- Receipt book will be required to maintain finances.
- You get 2 organizers in SP, FC2, FC1, Badminton Court and NLH for Delegate cards.
- 4-5 organizers for sale of merchandise at NLH.
- 2 CC will be made in charge of handling all matters for each location. Including on-site issues and end of day tally. Vigilance members will be required to handle the decorum at all counters of sale.
- Envelopes for money will be required.
- Necessary arrangements for GPay payments, including QR scanner to be arranged.
- Discuss the price of delegate card and pro show tickets with SC.
- Discuss with other CCs regarding preparation and sale of t-shirts for SC and CCs.
- Discuss with Proshow CCs regarding sale of Proshow tickets along with any additional requirements for them.
- It is preferable for Infodesk and Finance to handle all finances regarding Delegate Cards, Proshow and Merchandise Sale to prevent any clashes and confusions while tallying the final amounts.
- Portal for Delegate Cards- Name, Reg. No., Contact No., Price and Name of event, receipt No. The participant must create a portal account in advance. They just provide "Delegate ID" or

“QR Code” which the organizer shall scan to access all details. Provision must be made to select the event name and enter receipt no.

- Organizers shall be using MS Forms for Merchandise sale. The form shall be linked to Learner ID to ensure authenticity of information. A portal shouldn't be necessary for merchandise sale to reduce hassle at the point of sale.