



Basic Details

1. Event Name
2. Date
3. From date and to Date

Event Description

1. Description
2. Posters and Pics

Organiser Details

1. Expected no of participants
2. Venue Requirements
3. Name of Organiser
4. Reg. No of Organiser
5. Phone Number
6. Email id of organiser

Other Event Details

1. Guest details
2. Budget
3. Sponsors
4. Registration Link
5. Price
6. On Spot (Y/N)
7. On Duty (Y/N)

Facilities/Requests

1. Campus Engineer Office Request
2. PRO Office Request
3. Other Request