

**Dr. N.G.P. INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

**Coimbatore – 48**

**FUNCTION REQUIREMENT FORM**

**DEPARTMENT: dept\_name DATE:func\_date**

1. Name of the Function : func\_name

2. Date & Number of Days : func\_date & func\_days

3. Time Duration : From tm\_d\_s To tm\_d\_e

4. Venue : venue

5. Type of Training : tn\_t

No. of Students : func\_stud Class: fsyc

Transport Required for Students : trs

If Yes, Name of the Stage & No. of Students : trs\_s

6. Name of the Chief Guest : cgn

Designation : dsg College / Industry: field\_t

7. Name and Contact Number of the Organizer : org\_name & oc

**FACILITIES REQUIREMENT**

**(i) GUEST HOUSE**

Required : gh If Yes: No. of Persons : ghp

No. of Days : ghd Days From gh\_f\_dt To gh\_t\_dt

**(ii) REFRESEMENT / LUNCH**

Refreshment for Guest : r\_g

Required Time : -gtm-

Refreshment for Students : -rs-

Required Time : --s-

Payment Through : pymt

Mention the Exact Nos. :le\_num Tiffin: tiffin Normal Lunch: nm\_lh

Special Lunch (Veg) : l\_n\_v Special Lunch (Non Veg): l\_v

Required Time : lrt

**(iii) TRANSPORT**

Transport Requirement Date : tr\_rq\_dt Location : tr\_loc

Pickup Time at NGPIT : tr\_pk\_tm Drop Time: tr\_dp\_tm

Name and Contact No. of the person to pick up the Guest : tr\_nm tr\_pc

**(iv) POWER / SYSTEM / CAMERA REQUIREMENT**

Mic Arrangement : m\_ar Type & No of Mic : mic\_type mic\_n

A/c Arrangement : ac\_ar LCD Projector : lcd\_ar

Laptop : ltp

Photograph Facility : pic If Yes ptg

**(v) MEMENTO / SEATING / RECEPTION ITEM REQUIREMENT**

Memento / Honorarium

for Chief Guest : memento (If Yes.) Worth of: m\_w Quantity: m\_q

No. of Seating Arrangements : san a) Dias - dias b) Audience - audi

No. of Table Cloths : tcn

Reception Item Requirements : reception\_item\_req

Function Form Submitted Date and Time : dt

|  |  |
| --- | --- |
| **PREPARED BY**  Signature of the Staff | **APPROVED BY**  HOD AO Principal |

**Check List**

1. Principal Office : 6. Canteen (3 Copies) :

2. Madam Office : 7. Computer Cell :

3. Admin Office : 8. Electrical Department :

4. Memento Incharge : 9. Transport :

5. Stores : 10. House Keeping Supervisor :