

# EVENT FLOWS

1. **College Event Manager:** Create thread on the name of “Event Title with Date and Time” in the respective event space and tag Yuva mentor to assign event organizing Yuva vertical.
2. **College Yuva Mentor:** Assign and tag event organizing Yuva vertical chairs and co-chairs. This assigned vertical team can be collaborated with respective department Yuva members.
3. **Yuva Vertical Chairs and Co-Chairs:** Conduct an in-person meeting with event organizing Yuva vertical. Discuss with teammates and share problem statements, learning outcomes, targeting audience, chief guest background, event agenda and event tasks with assignees.
4. **College Yuva Mentor:** Give suggestions and feedbacks to the event preparations by Yuva.
5. **JKKN Yuva Heads:** Give suggestions, feedbacks and final approval to the problem statements, learning outcomes, targeting audience and monitor the events that follow policy.
6. **Digital Transformation Officer:** Give suggestions, feedbacks and final approval to the chief guest background, event agenda and event tasks with assignees.
7. **Yuva Vertical Chairs and Co-Chairs:** Complete the pre-event tasks and share the details of the tasks in the respective event space thread. This assigned vertical team can be collaborated with respective department Yuva members to complete the pre-event tasks.
8. **Yuva Team Chairs and Co-Chairs:** Check the event organizing Yuva vertical activities and give suggestions, feedbacks and financial approval to proceed the event through Yuva vertical.
9. **Graphic Designer:** After getting the final approval from JKKN Yuva Heads and Digital Transformation Officer then start the process of event graphics designing tasks.
10. **Yuva Vertical Chairs and Co-Chairs:** Share the pre-event graphics in the respective event space thread and get final approval from JKKN Yuva Heads and Digital Transformation Officer.
11. **Yuva Vertical Chairs and Co-Chairs:** Invite people in-person chairperson, director, principal, vice principal, heads of the departments, Yuva mentors, Yuva heads, Yuva verticals and digital coordinators before an event day.
12. **Yuva Vertical Chairs and Co-Chairs:** Contact and coordinate with respective authorities for the event arrangements and requirements in the respective event space thread.

# EVENT AGENDA JKKN Event Planner

TIMELINE	AGENDA
09.30 AM - 10.00 AM	Receiving the Chief Guest in Reception by Yuva Team and COO
10.00 AM - 10.05 AM	Prayer Song by Host and Audience
10.05 AM - 10.10 AM	Lightning the Lamp by Chief Guest, COO, Principal, HOD, Yuva Mentor
10.10 AM - 10.15 AM	Welcome Speech by Host
10.15 AM - 10.30 AM	Honouring the Chief Guest by Principal
10.30 AM - 10.40 AM	Chief Guest Introduction by Host
10.40 AM - 11.15 AM	Chief Guest Speech on <b>“Atchayam Trust Volunteership and Fundraising Awareness”</b>
11.15 AM - 11.30 AM	Questions and Answers Interactive Session with the Chief Guest by Yuva Team
11.30 AM - 11.45 AM	<b>“Impact Makers: Best Creator For Social Change”</b> Digital Influencer Award to the Chief Guest by Managing Director
11.45 AM - 12.15 PM	Appreciation Certificate to Best Performed Yuva and DBA by Chief Guest
12.15 PM - 12.20 PM	Vote of Thanks by COO or HOD or Placement Head
12.20 PM - 12.25 PM	National Anthem by Host and Audience
12.25 PM - 12.30 PM	Group Photoshoot with the Chief Guest by Yuva Team (Senthuraja Hall)
12.30 PM - 01.00 PM	Group Discussion with the Chief Guest by Yuva Team (Think Tank Room)
01.00 PM - 01.30 PM	Lunch with the Chief Guest by Yuva Team (Brainstorm Room)
01.30 PM - 02.00 PM	Content Creations with the Chief Guest by Yuva Team (J-Studio)

## EVENT TASKS

**Task 1:** Publish pre-event message with invitation on social media pages, google spaces and google groups. After that, share the post links of social media pages in the respective event thread.

**Deadline:** 3 Days Before

**Task 2:** Publish pre-event blognews in English on the respective college website and in Tamil on the NativeNews website. After that, share the blognews links of website in the respective event thread.

**Deadline:** 3 Days Before

**Task 3:** Publish pre-event promo video in the portrait mode with 60 seconds on social media pages, google spaces, google groups and YouTube. After that, share the promo video links of YouTube in the respective event thread. **Deadline:** 2 Days Before

**Task 4:** Livestream the event on YouTube and share the links to social media pages, google spaces and google groups. **Deadline:** Event Day

**Task 5:** Publish post-event message with photos and videos on social media pages, google spaces and google groups. After that, share the post links of social media pages in the respective event thread. **Deadline:** 1 Day After

**Task 6:** Publish post-event blognews in English on the respective college website and in Tamil on the NativeNews website. After that, share the blognews links of website in the respective event thread. **Deadline:** 2 Days After

**Task 7:** Publish post-event promo video in the portrait mode with 60 seconds on social media pages google spaces, google groups and YouTube. After that, share the promo video links of YouTube in the respective event thread. **Deadline:** 2 Days After








## EVENT CONTACT INFORMATIONS

Radhakrishnan	9944465115 radhakrishnan.t@jkkn.ac.in	Senthuraja Hall Booking
Rajendiran	9942541666 cao@jkkn.ac.in	Auditorium / Food Booking
Gowrishankar	9842547666 eao@jkkn.ac.in	Think Tank Hall / Brainstorm Hall Booking
Vaigai (or) Magalingam	8072622640 9865003657	Guest Hall, Electric Vehicle, Founder Photo with Table, Kuthuvilaku, Flowers, Other Reception Welcome Items
Jayamarish (or) Azeem (or) Sampath	9600207200 jayamarish_n@jkkn.ac.in 9597559975 6382376720	Electrical and Electronics, Internet, WiFi, Projector, Mike and Speaker, Laptop or Computer System
Mohanaraman	8754140627 mohanaraman.l@jkkn.ac.in	Invitation, Flex, Banner, Sticker, Certificate, Award
Ramesh	8344927722 ramesh.s@jkkn.ac.in	Social Media
Dhivya	6369290815 sdhivyabharathi.cr@jkkn.ac.in	YouTube
Ragul	9994156390 ragul@jkkn.ac.in	Website
Kodeeswaran (or) Nithiyanantham	9566600848 kodeeswaran.k@jkkn.ac.in 8754311666 hodviscom@jkkn.ac.in	Photography
Sathyanand	9698064403 sathyanand.ss@jkkn.ac.in	Videography

# PRE-EVENT PROMO VIDEO REFERENCES

<a href="https://www.instagram.com/reel/C7MFY5PyDcV/">https://www.instagram.com/reel/C7MFY5PyDcV/</a>	<a href="https://www.instagram.com/reel/C6WksJeNe4E/">https://www.instagram.com/reel/C6WksJeNe4E/</a>
<a href="https://www.instagram.com/reel/C6NwZhJr6HM/">https://www.instagram.com/reel/C6NwZhJr6HM/</a>	<a href="https://www.instagram.com/reel/C7wATk-qngD/">https://www.instagram.com/reel/C7wATk-qngD/</a>
<a href="https://www.instagram.com/reel/C6OYIYdS6ht/">https://www.instagram.com/reel/C6OYIYdS6ht/</a>	<a href="https://www.instagram.com/reel/C6_ixOJy9qY/">https://www.instagram.com/reel/C6_ixOJy9qY/</a>
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<a href="https://www.instagram.com/reel/C9KR3Tfyj8L/">https://www.instagram.com/reel/C9KR3Tfyj8L/</a>	<a href="https://www.instagram.com/reel/C6S2Nj5Sg8s/">https://www.instagram.com/reel/C6S2Nj5Sg8s/</a>
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<a href="https://www.instagram.com/reel/C766m9cSZ9_/">https://www.instagram.com/reel/C766m9cSZ9_/</a>	<a href="https://www.instagram.com/reel/C7dhJJyvbmW/">https://www.instagram.com/reel/C7dhJJyvbmW/</a>

# ALL ORGANIZATION LOGOS

-  CII LOGOS
-  JKKN LOGOS
-  SDG MAIN LOGOS
-  SDG BG LOGOS
-  SDG NON-BG LOGOS
-  YI SIG LOGOS
-  YI VERTICAL LOGOS

## JKKN ORGANIZATIONS CONTACT INFORMATION

ORGANIZATION	EMAIL	WEBSITE
JKKN Institutions	info@jkkn.ac.in	www.jkkn.ac.in
JKKN Dental	dental@jkkn.ac.in	www.dental.jkkn.ac.in
JKKN Allied	ahs@jkkn.ac.in	www.ahs.jkkn.ac.in
JKKN Pharmacy	pharmacy@jkkn.ac.in	www.pharmacy.jkkn.ac.in
JKKN Nursing	nursing@jkkn.ac.in	www.nursing.jkkn.ac.in
JKKN Engineering	engg@jkkn.ac.in	www.engg.jkkn.ac.in
JKKN Arts	arts@jkkn.org	www.arts.jkkn.ac.in
JKKN Education	education@jkkn.ac.in	www.edu.jkkn.ac.in
JKKN Matriculation	school@jkkn.org	www.school.jkkn.ac.in
JKKN Vidhyalya	school@jkkn.org	www.nv.jkkn.ac.in

## JKKN ORGANIZATIONS SOCIAL MEDIA @TAGS

ORGANIZATION	FACEBOOK	INSTAGRAM	TWITTER	LINKEDIN
JKKN Institutions	@myjkkn	@jkkninstitutions	@jkkninstitution	@jkkninstitutions
JKKN Dental	@jkkndental	@jkkndental	@jkkndental	@jkkndental
JKKN Allied	@jkknallied	@jkknallied	@jkknallied	@jkknallied
JKKN Pharmacy	@jkknpharmacy	@jkknpharmacy	@jkknpharmacy	@jkknpharmacy
JKKN Nursing	@jkkn nursing	@jkkn nursing	@jkkn nursing	@jkkn nursing
JKKN Engineering	@jkkn engineering	@jkkn engineering	@jkkn engineering	@jkkn engineering
JKKN Arts	@jkknarts	@jkknarts	@jkknarts	@jkknarts
JKKN Education	@jkkn education	@jkkn education	@jkkn edu	@jkkn education
JKKN Matriculation	@jkkn school	@jkkn school	@jkkn school	@jkkn school
JKKN Vidhyalya	@jkkn cbse	@jkkn_nv	-	-

## PARTNER ORGANIZATIONS SOCIAL MEDIA @TAGS

ORGANIZATION	FACEBOOK	INSTAGRAM	TWITTER	LINKEDIN
Young Indians	@YoungIndians.Yi	@young.indians	@YiTweets	@young-indians
Yuva	@youngindianschennai	@yi.chennai	@yichennai	@young-indians-chennai
Confederation of Indian Industry	@FollowCII	-	@FollowCII	@confederation-of-indian-industry
Sustainable Development Goals	@SustDev	-	@SustDev	@sdgsindia
MyGov India	@MyGovIndia	@mygovindia	@mygovindia	@mygov-india
MyGov Campus Ambassador Program	@MyGovCampus	@mygovcampus	@mygovcampus	@mygov-campus
Digital India	@OfficialDigitalIndia	@officialdigitalindia	@_DigitalIndia	@digital-india
Skill India	@NSDCIndiaOfficial	-	@NSDCINDIA	@national-skill-development-corporation
Cyber India	@CyberDostI4C	@CyberDostI4C	@CyberDost	@cyberdosti4c
Career India	@NationalCareerService	@NationalCareerService	@NCSIndia	@national-career-service
Skill Tamil Nadu	@nmilayaatn	-	-	@tnsdc
Naan Mudhalvan	@100088229647662	@naanmudhalvan_tnsdc	@naan_mudhalvan	@naan-mudhalvan

## JKKN ORGANIZATIONS SOCIAL MEDIA #HASHTAGS

<b>Default:</b> #JKKNInstitutions #NammaJKKN #VissionJKKN #MissionJKKN
<b>School:</b> #JKKNSchools #JKKNMatriculation #JKKNVidhyalya
<b>College:</b> #JKKNColleges
<b>Dental:</b> #JKKNDental #JKKNDentalHospital #JKKNHealthcare

<b>Allied:</b> #JKKNAllied #JKKNAlliedHealthSciences #JKKNHealthcare
<b>Pharmacy:</b> #JKKNPharmacy #JKKNHealthcare
<b>Nursing:</b> #JKKNNursing #JKKNHealthcare
<b>Engineering &amp; Technology :</b> #JKKNEngineering #JKKNTechnology
<b>Arts &amp; Science:</b> #JKKNArts #JKKNScience
<b>Education:</b> #JKKNEducation
<b>Events:</b> #EventsJKKN #DigitalJKKN #BrandJKKN #TeamJKKN #CreatorsJKKN #AmbassadorsJKKN #YoungIndians #Yuva #SustainableDevelopmentGoals #ConfederationofIndianIndustry
<b>Placements:</b> #CareerJKKN #SkillJKKN #MentorJKKN #AlumniJKKN #StudyinJKKN #GraduateinJKKN #PlacementJKKN
<b>Incubation:</b> #IncubationJKKN #StartupJKKN #InnovationJKKN #ResearchJKKN
<b>Young Indians (Yuva):</b> #YoungIndians #Yuva #YIAccessibility #YIClimateChange #YIEntrepreneurship #YIFarishtey #YIGiftanOrgan #YIHealth #YIInnovation #YILearning #YIMasoom #YIMembership #YIRoadSafety #YIRuralInitiatives #YIThoughtLeadership
<b>Sustainable Development Goals:</b> #NoPoverty #ZeroHunger #GoodHealthandWell-Being #QualityEducation #GenderEquality #CleanWaterandSanitation #AffordableandCleanEnergy #DecentWorkandEconomicGrowth #IndustryInnovationandInfrastructure #ReducedInequalities #SustainableCitiesandCommunities #ResponsibleConsumptionandProduction #ClimateAction #LifeBelowWater #LifeonLand #PeaceJusticeandStrongInstitutions #Partnerships