

To,
The Vice Chairman,
CT Group of Institutions,
Shahpur, Jalandhar, Punjab

Subject: Request for Approval of Logistics, Security, and Operational Arrangements for "ByteVerse 1.0"

Respected Sir,

Following the kind approval of our venue request for the 24-hour hackathon, **"ByteVerse 1.0"**, scheduled for 27th-28th September 2025, we are now seeking your permission for the necessary logistical and operational arrangements to ensure the event is conducted smoothly and professionally.

We kindly request your approval for the following:

1. Security and Crowd Management:

- Permission to arrange for approximately 5 professional bouncers to maintain discipline, ensure the safety of all participants, and manage access to the event venues. We are also exploring the possibility of involving the institution's NCC unit for assistance and would proceed with your guidance.

2. Transportation Arrangements:

- Permission to arrange for a college bus to provide transportation for participating teams from the main bus station to the campus.

3. Catering and Food Approval:

- Formal approval to arrange and serve meals (including breakfast, lunch, dinner, and snacks) for all participants, coordinators, and esteemed guests.

4. Sponsorship and Guest Relations:

- Permission to formally engage with external sponsors, which includes allowing them to set up promotional materials (banners, standees) in designated areas.
- Approval to provide overnight accommodation in a guest room for any sponsors who may require it.
- Approval to prepare and present tokens of appreciation, such as framed laminates, to our sponsors and guests as a gesture of gratitude.

5. Participant and Organizer Identification:

- Approval to design and distribute laminated ID cards for all registered participants, coordinators, faculty, and volunteers for identification and access control.

6. Furniture and Setup Requirements:

- We have arranged for 400 chairs, but anticipate needing an additional 200 chairs to accommodate all participants and activities. We request the provision of these extra chairs.
- Provision of approximately 4 tables for the reception area (registration, help desks). These may be repurposed for other tasks as required during the event

7. Venue Amenities:

- As requested, we kindly ask for confirmation on the provision of coolers for the ED Halls to ensure comfort for resting teams.
- Confirmation for the use of the CTIEMT Seminar Hall for cultural and fun activities.
- Formal permission to hold a DJ session in the designated open area on the evening of 27th September.

8. Pre-Event Preparations & Security:

- Permission for a small group of 7th-semester student organizers to stay overnight in the college premises on Friday, 26th September 2025, to complete the final preparations for the event.
- We request that security arrangements be made to ensure their safety during this time.

Our team is dedicated to organizing a secure, well-managed, and successful event that brings credit to our institution.

Thanking you for your continued support and guidance.

Yours sincerely,

Organizing Team, ByteVerse 1.0
Department of CTIEMT