



WORK STRUCTURE FOR EPITOME'23

ADMIN WORK

1. Conduction of Event letter
2. Room permission
3. Publicity Permission
4. Gate Pass
5. Allow of other college students
6. Halls permission to conduct the event HALL-1,2 CSE, ECE-SEMINAR
7. Non-Tech events permission
8. College promotions permission i.e Announcements, Helpdesks
9. Banners- ECE BLOCK, MAIN GATE
10. Artwork permissions
11. Core team Attendance from all the HODs
12. Faculty coordinators
13. Internet connection
14. Power Supply
15. Extension Boxes For 3 Halls
16. Maintenance
17. Banners & posters permission

DOCUMENTATION

Every Letter Needed To Conduct the Event should be drafted by the DOC team
If anything needs to be documented DOC team has to Take care

GRAPHIC DESIGN

1. Poster Design
2. Videos Release
3. Instagram promotion designs
4. ID cards
5. Tags
6. T-shirt Designs
7. ECE -50ft Design
8. Gate Banner designs
9. HALL designs
10. Photo booth design
11. Stickers of Epitome
- 12.