

Daffodil International University

102 Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207

Event Planning Sheet

Program offered by :

Person Responsible :

Designation & Mob. :

Program name :

Date, Time & Venue :

Chief Guest :

How having this Chief Guest will benefit the objectives of the program

Target audience & Expected number :

Object/ outcome of the event:

Mention how the intended benefit of the program will be achieved:

Task Distribution: Each of the following tasks has been discussed and arranged:-

SL	Task	Particulars	Responsible Person (s) with mobile number	Signature
01	Program approval	<input type="checkbox"/> Yes <input type="checkbox"/> No		
02	Venue Booking	<input type="checkbox"/> Yes <input type="checkbox"/> No		
03	Guest Reception			
04	Car Parking			
05	IT Support	List		
06	Banner text & size			
07	Security			
08	Public Relation	photography, media		
09	Press release & website text			
10	Video recording			
11	Campus TV			
12	Venue Decoration			
13	Audience confirmations			
14	Room Decoration	Banner & others		
15	Cleaning Supervision	Before & after		
16	Refreshment	with place		
17	Staff Support			

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18	Transport booking			
19	Extra Support from outside	List		
20	Other Requirement's			
21	Master of ceremonies			
22	Program outline & sequence confirmed			
23	Volunteers & Training			
24	Budget source			
25	Departmental contribution			
26	Sponsor contribution			

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