Post Session Assignment

To

The Dean of Student’s Welfare

XYZ College

ABC City

Date: 11th September, 2019

Subject: Proposal for an Annual Cultural Festival

Sir,

This is regarding request to organize an annual cultural festival in our college. From the past several years the student council is receiving several requests to organize a cultural festival in our college. This year has been no different and the number of requests for the same have sky-rocketed.

In the last meeting with the college management several issues and concerns were raised. The student council had a meeting and solutions to all these problems were discussed.

Firstly, regarding the budget constraints, I agree that our college cannot provide us a big budget but we can definitely arrange for some sponsors. I have been in talks with a few companies and some have already given a verbal agreement. Also, our Alumni Association has agreed to help us on all fronts if we go ahead with the cultural festival.

A core team of very capable members will be formed. The interest in students is so great that finding people who will work for this cause will be a very easy task. The core team will help us further will the marketing and sponsorship part. Also, the nearby colleges don’t organize any cultural event, so students from those colleges will get an opportunity to be a part of this festival. We can generate some revenue from that.

Another important point is that we plan to finish all the activities latest by 10:00 PM. Proper arrangements will be made for food and accommodation of all the performers. I have checked with the guest house management, the guest house will have enough space to accommodate guests. So, we can use our guest house to accommodate them. The Discipline Team will consists of many students and professors who are more than capable to handle any wrong doing during the festival.

We have a base plan ready. We just need the green signal from the college management and some money with which we can start the process. I can assure you that this festival will be a huge success and will put the college in the lime light again.

Thank & Regards

Rohit Kumar

President

Student Council