



COORDINATOR APPLICATION

Department: _____

Name & Roll No.: _____

Hostel & Room No.: _____

Phone No.: _____

Email address: _____

SHAASTRA 2018 COORDINATOR APPLICATION

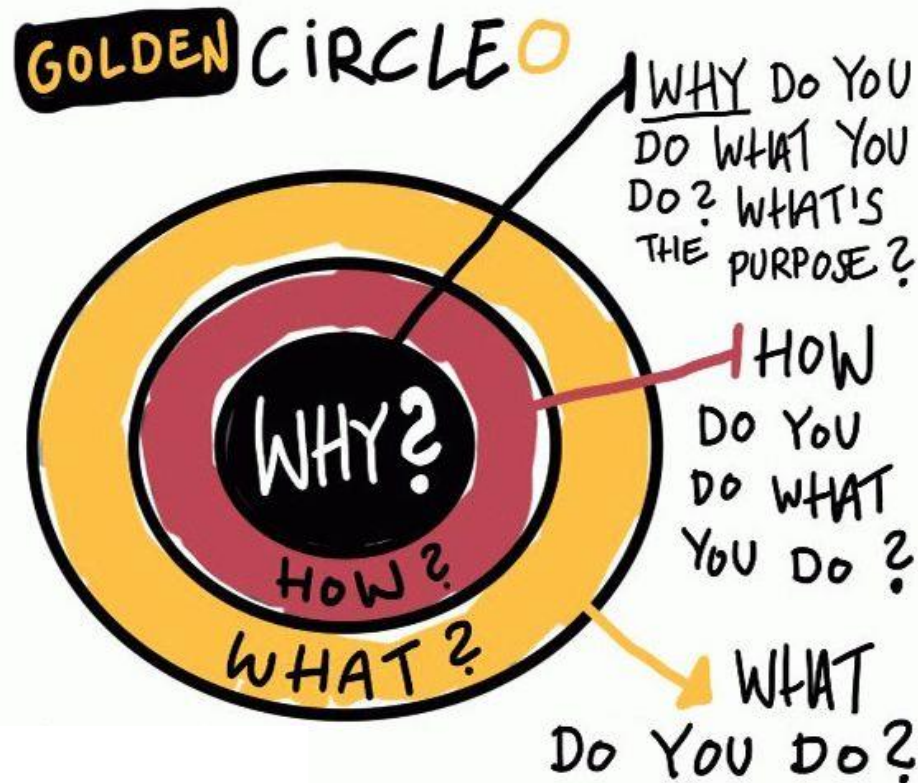
Shows & Exhibitions

INSTRUCTIONS:

- The entire application **should not exceed 8 pages.**
- The number of ideas does not matter if not validated properly. Each idea should be thoroughly thought through before being included in the application
- Deadline for submission: **11.55 pm, 12.04.2017**
- Timelines should be included in Google calendar (preferably) or in a separate document
- Please meet current cores and previous year (Shaastra 2017) team
- Skillset requested from applicants – None! Just enthu is enough
- **Part A is mandatory for all aspiring coordinators. Part B is a bonus. Supercoordinator applicants have to address both parts.**
- Your very own Shaastra journey has begun. Please make sure you have fun along the way. All the best.
- The application must be saved as:

<Name>_<Roll Number>_Sub-department>_<Coord/Supercoord> and must include:
Your full name, roll number, email ID & phone number. Feel free to contact us in case of queries.

The key to any successful undertaking is to understand the Golden circle. Please answer all questions below, after giving this a thought.



THE OVERVIEW

(Mandatory questions for **all** applicants)

Q1. Analyse the Professional Shows (including Envisage) of Shaastra 2017, list down the drawbacks and Improvements to be made in the process of hosting a Show.

Q2. Make a Gantt Chart of all the tasks involved in Organizing a Professional Show. Examine tasks by considering the lead time, interdepartmental communication, etc

Q3. Identify at least 5 International/National Professional Shows we can have for Shaastra 2018 . Mention Organization Name, type of Show, PoC (Point of Contact)/Email ID, Selling Points of the Show as well as Link to the video of Show in a neatly formatted table.

Q4. We plan to attach Brochure in our Invitation Mail to all Artistes, Can you list down Brochure sections in order. Also Ideate and write the content under section of the Brochure (For Ex: Previous Shows: write down the Brochure content for Previous Shows)

Q5. List down all the pros and cons of having Corporate seats. Make a Gantt Chart of all the tasks involved in making this happen.