



COORDINATOR APPLICATION

Department: _____

Name & Roll No.: _____

Hostel & Room No.: _____

Phone No.: _____

Email address: _____

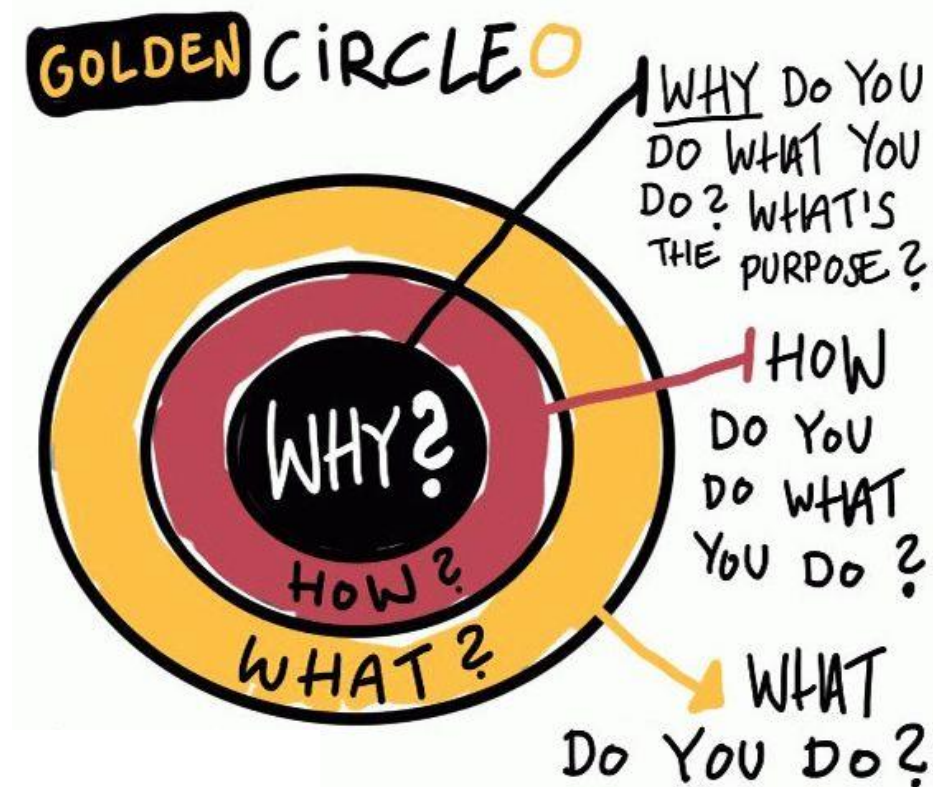
SHAASTRA 2018 COORDINATOR APPLICATION

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** (for current 2nd Yrs.) & **11.55 pm, 15.04.2017** (for current 1st Yrs.).
- 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.



PART A: THE OVERVIEW

(Mandatory questions for **all** applicants)

1. Make a table of five National & five International exhibitions which can be brought down to Shaastra. Mention specific details like origin, uniqueness of the product, etc.
2. Why do we have Exhibitions? Give your vision for Exhibitions and explain how we can integrate that into our current vision.
3. Make a Gantt Chart of all the tasks involved in Organizing an Exhibition. Examine tasks by considering the lead time, interdepartmental communication, etc
4. We plan to attach Brochure in our Invitation Mail to all Exhibitors. Can you list down Brochure sections in order. Also ideate and write the content under section of the Brochure.

PART B: THE SPECIFICS

(Mandatory questions for Supercoordinator applicants; Bonus for coordinator applicants)

- 1. What is the kind of associations we are looking for with Embassies. Devise a detailed plan for approaching them.**
- 2. Make relevant feasibility checks for conducting a Virtual Tour.**
- 3. Make a table of at least five auto clubs in Chennai along with the automobiles they showcase and relevant details.**