Date of Submission	12 February 2024		
Club / Society / Projects	Jarvis Technology Club		
Name of Project	Designing Logo & Jacket Design		
Nature of Project	Creative Design		
Objectives	● To encourage students to showcase their creativity in logo and Jacket design. ● To enhance students' graphic design skills and branding awareness. ● To provide a platform for students to contribute to the Jarvis Technology Club branding.		
Date	3 March 2025 – 7 March 2025(Event Day) 11 March 2025 (Award Ceremony)		
Day	5 days	Time	5pm – 6pm (3 March – Briefing) 12pm – 1pm (11 March – Winner Announcing)
Venue	Common Room – 11 March	Estimated Pax	20 people
Person In Charge	Jeff Sia Yu Heng		
Contact No.	011 5150 5752	E-mail	jaarvistechnilaiu@gmail.com

Proposed & submitted by _____ _____ Signature/ Name	Approved by Faculty Co-cu Coordinator/ Club/Society Advisor _____ Signature/ Name
Date:	Date:

Moderated by 3CC Course Coordinator: _____ Signature	Remarks:
Date:	

Co-curriculum Project

Jarvis Technology Events

<u>Event Name</u>:
Designing Logo & T-Shirt/Jacket

<u>Date of Event</u>:
3 March 2024 – 11 March 2024

<u>Organizing Chairperson</u>
Sharwin N Suresh Kumar   00020547

<u>Secretary</u>
Leo Kai Yan   00020908

<u>Committee</u>
Thanush A/L Arasaratnam   00021945
Muhammad Iqbal bin MD Fadhil   00021226
Jeff Sia Yu Heng   00019538

Nilai University,
No. 1, Persiaran Universiti,
Putra Nilai, 71800,
Nilai, Negeri Sembilan,
Malaysia.

Proposal for 'Designing Logo & Jacket Design for Jarvis.

1. Introduction

The Jarvis Technology Club is organizing a Logo & Jacket Design Competition to encourage creativity and innovation among students. This competition provides an opportunity for participants to showcase their graphic design skills by creating a logo and jacket design that represents the Jarvis Technology Club. The event aims to engage students in a fun, competitive, and skill-enhancing experience.

Through this competition, students will apply their creativity, critical thinking, and design skills to craft visually appealing and meaningful designs. The winning design will be officially recognized and used as part of the club's branding, allowing students to leave a lasting impact on the university community.
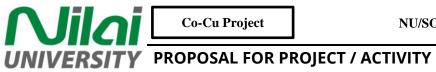
2. Objectives

- To encourage students to showcase their creativity in logo and jacket design.
- To enhance students' graphic design skills and branding awareness.
- To provide a platform for students to contribute to the Jarvis Technology Club branding.

3. Purpose of the Event

- The competition aims to design an official logo and jacket that represents the club.
- The winning design will be selected based on creativity, originality, and relevance to the Jarvis Technology theme.

4. Details & Procedure

- Registration Period (27 February – 1 March 2025)
    - o Students interested in participating will register online via Google Form.

- Briefing Session (3 March 2025, 5:00 PM – 6:00 PM, Google Meet)
    - o The organizing team will conduct an online briefing session for all participants.
    - o The session will cover:
        - Competition rules and regulations
        - Design guidelines and specifications
        - Submission format and deadlines
        - Q&A session for participants

- Design Phase (4 March – 7 March 2025)
    - o Participants will create their logo and jacket designs in their own time.
    - o They must submit their designs by the deadline through Google Drive.

- Judging & Evaluation (8 March – 10 March 2025)
    - o The panel of judges will evaluate the designs based on:
        - Creativity & Originality (30%)
        - Relevance to Theme (25%)
        - Aesthetic Appeal (25%)
        - Technical Skills & Presentation (20%)
        - Judges will shortlist the top 3 designs.

- Winner Announcement (11 March 2025, 12:00 PM – 1:00 PM, Common Room)
    - o The top 3 winners will be announced in a prize-giving ceremony.
    - o Prizes will be awarded to the winners.
    - o Group photo session will be conducted at the end of the event.

Event Day

Date	Time	Action
3 March 2025	5.00 pm – 6.00 pm	▪ Gathering the participants Via in Google Meeting ▪ Making attendance ▪ Briefing about the event to the participant ▪ Provide the rules and regulation for design logo to the participant.
4 March – 7 March 2025	Flexible (Own Time)	▪ Participant will design the logo, based on their availability time.
8 March -10 March 2025	-	▪ Judging and Evaluation ▪ Select the top 3 Winner.
11 March 2025	12pm – 1pm	▪ Winner Announcement ▪ End Event

5. **Committee List**

   ● **Main committees**

Position	Name	Student ID
Organizing chairperson	Sharwin N. Suresh Kumar	00020547
Secretary	Leo Kai Yan	00020908
Treasurer	Jeff Sia Yu Heng	00019538
Publicity	Thanush Arasaratnam	00021945
Event Assistance	Muhammad Iqbal bin MD Fadhil	00021226

   ● **Cocu-Point Claimers List**

Name	ID Number	Programme	Phone Number
Leo Kai Yan	00020908	DCS	018 261 7338
Thanush Arasaratnam	00021945	DIT	014 911 7214
Muhammad Iqbal bin MD Fadhil	00021226	DCS	019 780 0279

6. Committee Duty List
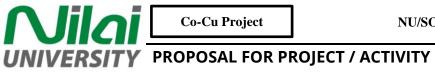
Position	Job Scope
Organizing chairperson	- Person in charge for the event. - Ensure event run smoothly. - Ensure committee members perform their work well.
Secretary	- Prepare the proposal - Prepare the final report
Treasurer	- Prepare budget list - Prepare account statement
Publicity	- Prepare event poster - Promote the event - Take Photo During Event
Event Assistance	- Handle The Google Form - Handle the Online Meeting Briefing

7. Program / Event

Project Title	Designing Logo & T-Shirt / Jacket
Proposed Date	12 Jan 2022
Proposed Venue	Common Room (Winner Announcing)
Expected Participants	20

40 Hours Breakdown for Jarvis Technology Events

Date	Details	Platform	Hours
3 Feb 2025	The organizing team discusses the event scope, objectives, timeline, and assigns roles to each committee member. Responsibilities are clarified.	Science Block S108	5
7 Feb 2025	The committee prepares the event proposal, including objectives, rules, and budget, before submitting it for faculty approval.	Science Block S108	5
25 Feb 2025	The team designs promotional materials and shares them on social media and university channels. The registration form is created and distributed.	Science Block S112	5
1 March 2025	Ensures all materials (rules, Regulation and judging criteria) are ready for the briefing. Testing is done for the Google Meet session.	Google Meet	4
3 March 2025	We conduct an online briefing session, explaining the event's rules, submission process, and answering participants' questions.	Google Meet	1
7 March 2025	Our team ensures all submitted designs are compiled, formatted properly, and ready for the judging phase.	Science Block S108	5
8 – 9 March 2025	Judges evaluate designs based on creativity, originality, and relevance. The committee ensures smooth coordination of the judging process.	Science Block S112	5
10 March 2025	The winners are finalized, and preparations are made for the winner announcement session. Prizes are arranged.	Science Block S112	4
11 March 2025	The event concludes with the announcement of winners, prize distribution, and a group photo session.	Common room	1
12 March 2025	The team compiles a post-event report, including participant feedback, event photos, and an overall summary.	Google Meet	5
	Total Hours		40

8. Event Proposal Budget

Event Proposal Budget

Name of Event:	Designing Logo & Jacket Design for Jarvis
Date of Event:	3 March 2025 – 11 March 2025
Organized by	Jarvis Technology Club

Income

Description	Amount (RM)
Entry Fees (20* RM 2)	40.00
Sponsor By Club Advisor	50.00
Total Income	**RM90.00**

Expenses

Description	Amount RM
First Price	30.00
Second Price	20.00
Third Price	10.00
Total Expenditure	**60.00**

Surplus/Deficit	30.00

Prepared by: 　　　Jeff Sia Yu Heng　　　　　　　　Date: 6th March 2025

Approved by:

9. Appendix

Appendix 1

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                    │    Chairman     │
                    │    Sharwin N    │
                    │  Suresh Kumar   │
                    └─────────────────┘
                             │
                    ┌─────────────────┐
                    │    Secretary    │
                    │   Leo Kai Yan   │
                    └─────────────────┘
                             │
                    ┌─────────────────┐
                    │    Treasurer    │
                    │   Jeff Sia Yu   │
                    │      Heng       │
                    └─────────────────┘
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    ┌─────────────────┐          ┌─────────────────────┐
    │    Publicity    │          │  Event Assistance   │
    │     Thanush     │          │  Muhammad Iqbal bin │
    │   Arasarathnam  │          │      MD Fadhil      │
    └─────────────────┘          └─────────────────────┘
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Organization Chart

PROPOSAL FOR PROJECT / ACTIVITY

10. Poster

11. Signatures

Proposed by: **Sharwin N Suresh Kumar** **Date:**	**Checked by Club Advisor:** **Muhammad Hamizan bin Johari** **Date:**
Approved by Cocu Coordinator: **Date:**	