CEMS EVENT PLANNING

SEMINAR RESERVATION

☐ Visited Taimoor Tareen sb. Office, Account section, H-Block and checked available slots.

☐ Contacted guest about time availability and finalization.

☐ Sent mail to Faculty Advisor with all the details i.e. Event name, date and time, cameraman req.

☐ Faculty Advisor forwarded mail to Taimoor Tareen sb.

☐ Visited Taimoor Tareen sb. Office and confirmed the reservation.

BASIC INFORMATION

Event date: ___ /___ /_____   Event id #: ____

Event Name: _____

Event Lead Name: _____   Ph: _____

Speaker Name: _____   Ph: _____

SECURITY INFORMATION

Number of people coming: _____
Car number plate: _____
Please attach a separate page with guest(s) name and CNIC.

☐ Mail sent to Faculty Advisor with all details.

☐ Faculty Advisor forwarded mail to HOD.

☐ HOD forwarded mail to security head.

REFRESHMENT INFORMATION

☐ Mail sent to Faculty Advisor with the request of refreshment from university expenses for respected guest(s).

☐ Faculty Advisor forwarded mail to HOD.

☐ HOD forwarded mail to director and request is <u>accepted.</u>

If not accepted then request HOD to request cafeteria to reserve room for guest(s) refreshment. Charges will be paid by the society management.

MARKETING CHECKLIST

- ☐ Make posters.
- ☐ A person with maximum contacts in university attached the poster on his/her WhatsApp status and asked how many of you want to join this session. This activity is to check if the poster is good.
- ☐ Event created on Facebook page.
- ☐ Poster posted on all social media accounts.
- ☐ Email sent to all students.
- ☐ Post in Comsats Help Desk group.
- ☐ Post link shared in The Golden Circle group for early engagement.
- ☐ Posters attached on different spots inside campus.

TEAM RESPONSIBILITIES

Team Name	Member(s)	Responsibility
Lead		Contact with guest, Approvals, Decision maker
Host		Set projected photo using PC, Intro, inviting guest speaker to stage, outro.
Recitation		Recitation of Holy Quran.
Logistics		Open seminar room, close seminar room, water/tea, reserve label on chairs.
Receiving	Lead,	To receive guests and stay with them till they leave campus. Lunch serving.
Advertising		To attach posters inside campus.

Attach separate page for volunteers (if any) with their name, team and mobile number.

Event lead is required to submit a detailed information to current President (only) after event. This information includes the timestamps of main things happened on the day of event, how every team member performed, what mistakes were made during session, Audience turnover, remarks on speaker.

GUEST(S) LIST

#	Name	CNIC

VOULUNTEER(S) LIST (if any)

#	Name	Mobile Number	Team Name