SOP for Organizing College Technical & Cultural Events by G Soniya

📋 Standard Operating Procedure (SOP): Organizing College Technical & Cultural Events

Phase 1: Pre-Event Planning

1. Identify the type of event (e.g., Coding Fest, Dance Show, Quiz)
2. Prepare an event proposal and get approval from the college
3. Form organizing committee (Logistics, Promotion, Registration)
4. Decide date, time, venue and create a budget
5. Invite judges, guests or keynote speakers
6. Create promotional materials (posters, social media banners)
7. Open registrations (Google Forms, offline sign-up)

Phase 2: Event Day Execution

1. Set up venue (stage, mic, projector, banners, chairs, etc.)
2. Registration desk setup and checklist
3. Host opening speech and welcome guests
4. Conduct each activity as per schedule
5. Monitor time and participant flow
6. Judges evaluate and finalize results
7. Announce winners and distribute prizes

Phase 3: Post-Event Wrap-Up

1. Thank guests, volunteers, and participants
2. Collect feedback from attendees (Google Form or paper)

3. Clean-up venue and return borrowed equipment

4. Submit expense report and event summary to faculty

5. Share event highlights and photos on social media/notice boards