**POST SESSION ASSIGNMENT**

You are the elected student body President of your college. Most students in your college wish to have an annual cultural festival. As the President you brought it up with college management. Some of the concerns they hinted at were budget, behavior and discipline issues, and space constraints. However they asked you to send a written proposal to consider this. Your job is to write a very convincing 300-400 word well-structured proposal that will convince the management to approve your request. You felt reluctance on their part, so creativity and persuasive ability are going to be critical to get approval.

To,

The Dean Student Welfare,

Xyz College,

XYZ City

Date – September 11th, 2019.

Subject – Proposal regarding the cultural festival.

Respected Sir,

This letter is regarding the annual cultural festival of our college that is being planned on November 15th, 2019.

Since many of the talented students of our college want to perform in the festival, this would offer recreation to other students as well as the teachers. Since there are budget constraints, our students are capable enough to help in the setting up of the festival, helping with arranging stage, chairs, food, and decoration. We plan to form a team of students that are willing to volunteer in this very task. Regarding the space constraint, we plan to have various activities and games and shows, at the same time on different locations in the campus, so that the crowd is distributed at all times. The participants may choose an activity or perform according to their suit. For the main event that would happen in the main ground, we require a large set-up, so the budget can be around 2 Lakhs.

It would be very kind of you to consider and help us organizing the festival. It would be our team´s responsibility to keep a check on the student activities and make sure the events run smoothly.

Thanking You,

Sincerely yours,

Aishwarya Sarna

Student Body President.

Xyz College,

XYZ City.