

**Assignment 2**

**Group Members:**

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**Section:** BS-DS (N)

**Course’s Name:** Technical and Business Writing

**Instructor’s Name:** Ma’am Aniqa Jahangeer

**Submitted Date:** December 4th, 2021

To: Dr. Zohaib Zafar Iqbal, Director of FAST University

From: i191771 Jiyad Khan, Head of a Student Body of FAST University

December 3th, 2021

Subject: Feasibility Report for organizing Gala Event on the FAST University

**Introduction**

**Purpose of the Report:**

The purpose of the report is to organize the Gala Event in your University. In this event, students will experience different types of activities which will not be only for educational purposes but also for entertainment purposes. This will be two days event in which sports day will be held at first day and concert will be held in second day. It will help student refresh their mind and retain their focus on their studies.

**Problems:**

Three problems can arose at this event.

* As we know that there are very less physical activities of students so we have arranged this event to make student more physically active.
* They do not have much enjoyment due study pressure so we arranged concert to relax their mind.
* It help students to develop social skills. The interactions and conversation in event help students understand different perspective.

**Management Requesting Report:**

These are the members of management that are responsible for requesting this report are:

Jiyad Khan

Page | 2

December 4th, 2021

* Jiyad Khan, Head of the Student Body
* Yahya Ahmed, Vice Head of the Student Body

**Personnel:**

Following are the name of the team members along with their duties that are involved in the events are:

* Jiyad Khan, Head of the Event
* Yahya Ahmed, Co- Head of the Event
* Ali Ahmed, Head of the Sports Events
* Haris Usman, Head of the Concert Event
* Zoha Ali, Head of the Food Stalls
* Zain Khan, Head of the Venue Managnment

**Vendor Contacts:**

Our Vendor Contacts of the Event are:

* FAST Sport Club, Email: [fast.sportclub@nu.edu.pk](mailto:fast.sportclub@nu.edu.pk)
* FAST Gaming Club, Email: [fast.gamingclub@nu.edu.pk](mailto:fast.gamingclub@nu.edu.pk)
* FAST Music Club, Email: [fast.musicclub@nu.edu.pk](mailto:fast.musicclub@nu.edu.pk)

**Discussion**

**Criteria for Vendors:**

The criteria that have been used to select these vendors has been mentioned in the above are as follows:

Jiyad Khan

Page | 3

December 4th, 2021

* Equipment – The sports club will provide students the equipment which will be required in sports. Similarly music club will provide equipment for the concert,
* Trainers- These clubs provide trainers to the students to provide proper training to the students especially in sports.
* Services-Proper suit will be provided to the students for sports and concert.
* Cost-Each vendor will provide a draft budget so we can idea of overall budget of the event.

**Sponsors Detail:**

We have reached many different brands to spouse the events and got answers of some brands are as follows:

For Sports,

* Nike
* Adidas

For Music

* Spotify
* Cloud Music
* Gaana.com

**Stall Details:**

There are many sponsors who were given two tables to showcase their products and sell them. These tables would be place in the main ground where the event would be held. These tables would be handled by the respective branded employee.

**Cost Analysis:**

Jiyad Khan

Page | 4

December 4th, 2021

We required the total budget of the event 300K. Whereas we are getting 100K from university. The sponsors have agreed to give another 200K to get pass our budget on one condition that they are allowed to put their stalls in our university.

It is very essential to get sponsorships and to put their stalls in our university, we need your permission.

**Technical Aid Required:**

We have to organizre the event in the ground of the university. So we need your permission for using your ground as the venue of our event. It will be great help for us to organize it in such a large scale for using your ground.

**Conclusion/ Recommendations**

**Conclusion:**

The Analysis has given us quite a lot of insight that students are very stressed due to studies and they need some time off away from studies to relax their mind. The students will also learn how to deal with different social activities. This report will help us how students will take part in different physical activities. Sports and music is an important part of our life which enhance our health and mind.

**Recommendations:**

This event should be held every year so that the students get a chance gain their physical and emotional growth and have a better social life. These type of event will help them utilize their free in sports and music.