

Art Icon 2025 – Complete Event Plan

Theme: Where Art Meets Innovation

Date: 30th November 2025

Time: 9:00 AM – 7:30 PM

Venue Multiicon (4th Floor)

Participants: Up to 100 creatives, artists, and innovators

Event Flow

| Time | Activity | Description |
|--------------------|-------------------------|---|
| 9:00 – 9:30 AM | Floor QC & Photography | QC check, empty venue photo/video coverage |
| 9:30 – 9:55 AM | Registration & Entry | Welcome desk setup, badge collection |
| 9:55 – 10:20 AM | Opening Ceremony | Lamp lighting, host welcome, sponsor acknowledgment |
| 10:20 – 10:40 AM | Task Assignment & Rules | Jury introduction, briefing & Q&A |
| 10:40 AM – 2:00 PM | Task Creation Time | Participants begin their art/AI projects |
| 2:00 – 2:30 PM | Lunch Break | Snacks & tea |
| 2:30 – 5:00 PM | Task Continuation | Mid-day check-in & progress monitoring |
| 5:00 – 6:30 PM | Jury Evaluation | Jury welcome, review, and scoring |
| 6:30 – 6:50 PM | Closing Note | Vote of thanks, appreciation & photo session |
| 7:00 – 7:30 PM | Winner Announcement | Results declaration & prize distribution |

Jury Panel

Total: 3 Jury Members (Names to be announced soon)

Website & Tech Requirements

- Registration Page
- Online Submission System for entries

Media & Promotion Plan

Pre-Event:

- 12 Nov – Teaser
- 14 Nov – Registration Post
- 19 Nov – Pooja Post
- 21 Nov – Countdown
- 24 Nov – Countdown
- 25 Nov – Jury Intro
- 26 Nov – Jury Intro (2 post)
- 27 Nov – Registration closed
- 28 Nov – 2 day to go

Post-Event:

- 1 Dec – Photo Carousel
- 3 Dec – Winner Post
- 5 Dec – Highlight Video
- 6 Dec – PR Article

Admin & Logistics Requirements

- Entry Desk at Reception
- Parking & lift
- Round Tables for 100 participants
- Stage setup
 - Jury seating at 3rd floor
- Mic, speakers & Digital screen
- Power Backup, Charging Points, WIFI
- Lamp lighting arrange
- Refreshments
- First Aid Kit
- Waste Bins
- Photo Booth & standy
- Badge & Cheque Printing Station & other admin related tasks
- Gifts for the jury

Rewards & Recognition

Winner (Overall Best Performer)

- Cash Prize: ₹10,000
- Trophy: 'Art Icon 2025 Champion'
- Feature Post Multiicon's Social Media
- Internship Offer – 6 months at Multiicon

Runner-Up (Per Category – Video / UIUX / Graphic)

- Cash Prize: ₹5,000
- Trophy: 'Runner-Up'
- Feature Post on Multiicon's Social Media

Free Goodies for All Participants (if they post & tag Multiicon)

- E-Certificate
- Custom Art Icon Badge / Sticker Pack
- Multiicon phone stand
- Bag

Team Roles & Responsibilities

| Role | Person | Responsibility |
|------------------------|---------------------------------------|--|
| Event Coordinator | Pooja | Overall management |
| Venue, Food & Setup | Admin Team | Venue arrangement, food, and logistics |
| Host / Anchor | Darshita | Event flow & stage management |
| Media & Promotions | Pooja & Media team | Photography, videography, and social media updates |
| Technical Support | Swapneel | Submission system, tech setup, and digital display |
| Registration Team | Charmi & Heley | Entry management & badge collection |
| Hospitality Team | Shivani & Jhanvi | Guest and participant comfort |
| Exit Gift distribution | Vinay, Uday, shivani ,saloni & krupal | Free Gifts |
| Volunteers | 5 to 6 | Floor assistance |

Detail itinerary

9:00 – 9:30 AM | Floor QC & Photography

Activities:

- Final venue inspection – cleanliness, display, technical setup, and decor check.
- Media team captures empty venue shots (wide + close-ups + drone if available).
- Sound, mic, and screen testing before entry.

Responsible Teams:

- **Admin:** Final QC & setup.
 - **Media:** Venue coverage.
 - **Event Lead:** Final verification.
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9:30 – 9:55 AM | Registration & Entry

Activities:

- Welcome desk opens for participants
- Badge From front desk (3rd floor)

Responsible Teams:

- **Admin:** Desk setup
 - **Media:** Capture arrival shots.
 - **Volunteers:** Assist with seating and directions.(charmi , heley & krupal)
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9:55 – 10:20 AM | Opening Ceremony

Activities:

- Lamp lighting ceremony with Kashyap, pooja
- Welcome note by host and acknowledgment of sponsors/partners/Jury
- Group photo of dignitaries and organizing team.

Responsible Teams:

- **Admin:** Stage decor & arrangement. (lamplight)

- **Media:** Full coverage of ceremony.
 - **Host:** Script & introductions.
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10:20 – 10:40 AM | Task Assignment & Rules

Activities:

- Introduction of theme, task categories & evaluation parameters.
- Rule briefing and time guidelines by Pooja
- Short Q&A session with participants. (Pavan, Kashyap)

Responsible Teams:

- **Event Lead:** Task announcement..
 - **Media:** Shots of briefing & participants.
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10:40 AM – 2:00 PM | Task Creation Time

Activities:

- Participants begin task.
- Admin ensures smooth logistics power, Wi-Fi.
- Walkthrough supervision by event coordinators.

Responsible Teams:

- **Admin:** Monitoring setup & resources.
 - **Media:** Candid working shots.
 - **Volunteers:** Support if any things
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2:00 – 2:30 PM | Lunch Break

Activities:

- Snacks & tea served to all participants and team members.

Responsible Teams:

- **Admin:** Food coordination.
 - **Media:** lunch candids.
 - **Volunteer:** if any help require
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2:30 – 5:00 PM | Task Continuation

Activities:

- Participants continue their projects.
- Mid-session progress review by Kashyap & Pavan
- Jury welcome by the Host
- Host announcement to submit task at portal

Responsible Teams:

- **Admin:** Jury setup arrangement.
 - **Media:** Progress visuals.
 - **Event Lead:** Ensure task completion readiness. (Pavan & Kashyap)
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5:00 – 6:00 PM | Jury Arrival & Evaluation

Activities:

- Jury members arrive and are welcomed at the venue.
- Light refreshments for Jury.
- Jury begins evaluation reviewing

Responsible Teams:

- **Admin:** Jury hospitality & evaluation setup.
 - **Event Lead:** Manage presentation flow.
 - **Media:** Coverage of jury interactions and judging process.
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6:00 – 6:30 PM | Jury Deliberation & Scoring

Activities:

- Jury completes final scoring sheet collect by Charmi & heley

6:00 – 7:30 PM | Jury Deliberation, Scoring & Winner Announcement

Activities:

6:00 – 6:30 PM | Jury Deliberation & Scoring

- Jury completes **final scoring and feedback sheets**.
- **Charmi & Heley** will collect the final score sheets from all Jury members.
- Results to be verified by **pooja, pavan & Kashyap** before the announcement.
- Media team captures Jury discussion, atmosphere, and final deliberation visuals.

Responsible Teams:

- **Charmi & Heley:** Collect scoring sheets and hand over to pooja
- **Media:** Candid and process coverage.
- **Event Lead:** Verify and prepare winner list. (pooja & pavan)

6:30 – 7:30 PM | Winner Announcement & Celebration

Stage Flow:

1. **Host Introduction:**
 - Host takes the stage to announce the **Art Icon 2025 Winners**.
 - **Pooja** and **Kashyap** will be present on stage alongside the host.
2. **Winner Announcements:**
 - **Category 1:** *Video Winner*
 - **Category 2:** *Designer Winner*
 - **Category 3:** *UI/UX Winner*
 - **Final Champion:** *Art Icon 2025 Overall Winner 🏆 🎉*
3. **Special Effects:**
 - **Firecracker / confetti pop** during the *Final Champion Announcement* moment.
 - Background celebration music for the winner moment.
4. **Group Photos**
 - Event group photo
 - Group photos with winners, jury, and organizing team.
5. **Exit Gifts Announcement:**
 - Closing note by Host thanking all participants, jury, sponsors, and team.
 - **Exit gift distribution by: uday, vinay, shivani, saloni , krupal**