

## **Art Icon 2025 – Complete Event Plan**

Theme: Where Art Meets Innovation

Date: 30th November 2025

Time: 9:00 AM – 7:30 PM

Venue Multiicon (4<sup>th</sup> 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 3<sup>rd</sup> 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 (3<sup>rd</sup> 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

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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)
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**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**