



MANAGEMENT DOMAIN TASK

EVENT PLANNING EXERCISE :

This activity aims to assess your organizational, strategic and problem-solving skills. You will be required to demonstrate your ability to plan, coordinate and execute an event effectively. We would evaluate your creativity, decision-making abilities and teamwork, which are essential qualities for excelling in the management domain.

Considering the points mentioned below, you are required to prepare a detailed document on **College Level Event Planning and Execution**. The document should cover each aspect thoroughly, highlighting its importance in ensuring a successful event.

Instructions: Plan an event from scratch, covering the following points:

- Event Concept & Objective – Purpose and type of event.
- D-Day Timeline – Key phases and smooth implementation.
- Target Audience – Who will attend and expected turnout.
- Venue – Location and essential setup.
- Promotion – Marketing and audience engagement.
- Challenges & Contingency Plan – Potential issues and solutions.

Evaluation Criteria: Creativity, feasibility, attention to detail, problem-solving and overall presentation

Note: Copied content or documents will lead to automatic disqualification from the recruitment process.

FINAL WORK SUBMISSION :

1. Submit your task in the **pdf format only**.
2. Deadline for submission: **March 30, 2025 till 10:00 PM**.

Google Form link for submission:

<https://tinyurl.com/management-task-submission>

We look forward to seeing your innovative solutions and strategic planning skills in action!

For any queries, feel free to contact us:

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Good luck !