## Branding guidelines:

1. The designs will have the event name, the community name, their sponsors, and Tech Invent 2023. Apart from that no other thing would be added.
2. Any promotional UI element to be shared will follow a particular template that will shared with the branding head.
3. Permissions for the venue and other necessary requirements will be covered by us.
4. Tech Invent 2023 is based on the theme of divine tech, so every promotional material including videos, posts, content should be based on the same.

## Guidelines for choosing the speaker:

1. The speaker should be have good communication skills
2. Enough experience with public speaking
3. Don't choose the speaker with less social media following, the more the audience the more footfall the event will bring.

## Guidelines for Community Leads:

- **Event Distribution:** Events, especially the hackathon, will be allocated on a *first-come, first-served basis*. To secure your preferred event, please submit a comprehensive event proposal that includes a detailed plan of action, budget, and potential collaborations.
- **Team Formation:** While complete teams will not be provided, participants can recruit volunteers from within the community who are willing to contribute to the event. These volunteers can assist with various event tasks and responsibilities.
- **Budget Allocation:** No budget will be provided for event organization. However, prize money will be awarded to the winners.
- **Sponsorship:** It is the responsibility of each community to seek sponsors for their events. External support for financial backing is highly encouraged.
- **Tentative Event Date:** The event is tentatively scheduled for *September 15th*. Please consider this date when planning your event.
- **Event and Workshop Requirements:** Each community is required to organize at least one event and one workshop as part of their involvement in the Tech Invent program.
- **Internal Hirings and Meetings:** Communities are permitted to conduct internal hirings and meetings as needed. However, it is essential to assign a point of contact (*POC*) from your side, one as a Marketing Head and one as the Main Lead, to ensure effective communication with the organizing team.
- **Communication:** All communication will be conducted through designated channels and platforms. Prompt and clear communication with the organizing team is crucial.
- **Event Proposal:** Your event proposal should include detailed information such as estimated budget (excluding prize money), expected audience, venue selection, and the roles and responsibilities of your team members.
- **Additional Requirements:** If you have any specific requirements, kindly submit them formally as soon as possible.
- **Pre-allocated Events:** Events have already been allocated to each community. If you are willing to organize the pre-allocated event, you are free to proceed. Alternatively, you can propose your event following the provided guidelines.

- **Best Registrations Award:** The community that generates the highest number of registrations will be recognized and awarded. A dedicated dashboard will be maintained to track registrations and determine the winner.
- **Recognition for Technical Contributions:** Students who actively contribute to the technical aspects and key areas of the event will receive a Letter of Recommendation and gain valuable work experience.

Please ensure that you adhere to these guidelines and submit your event proposals accordingly. We highly value your participation and look forward to the successful organization of your event.