MANAGEMENT

ASSISTANCE

Assistance is primarily an internal crowd control and venue management department which makes sure that no commotion is caused anywhere due to unruly crowds.
Assistance also ensures that decorum is maintained when events are in progress. The department assists both the Workforce and the Malhar attendees.
As the second-largest management department , Assistance has four sub-departments - Halls, Foyers, Judges and Floors.

Dimensions of various venues
Hall stage : 26 feet 8 inches X 24 feet.
Prop Room (LR 32) door dimensions : 7 feet 6 inches X 4 feet
Hall Door dimensions : 7 feet X 6 feet
Foyer Green Room (GCR) dimensions : 4 feet 3 inches X 9 feet

Assistance also handles First Aid in the event of issues of sickness or accidents. A doctor is invited on all days of Malhar in case emergency medical assistance is required.

HOSPITALITY

A layer of food on a layer of cards,
One full of chocolate chips to go on top

After a long, hard day at Malhar, all a volunteer wants, is a plate of good food and some love. One of the friendliest departments, we promise to energize the Workforce on the days of Malhar with the most appetizing food, topped with love and smiles.
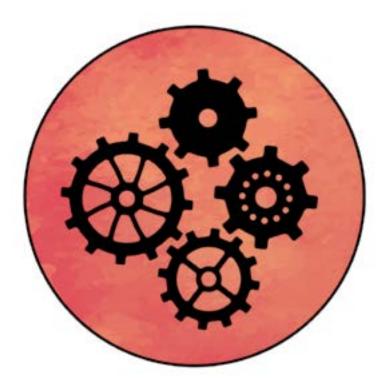
The wide grin on a volunteer's face and that childlike excitement on receiving a gift bag with cards and chocolates ...That's right, Card-o-lates! We are often called the sweetest department since we allow volunteers and the organising committee to cherish fond memories of Malhar through the unique tradition of Card-o-lates. Every Workforce member looks forward to those cards with personalized messages from their peers, accompanied by chocolates.

That's not all, we also play host to participants from outstation colleges and strive to make their Malhar experience pleasant,
safe and comfortable!

We would like to remind you that:

• Food will not be provided to the CLs or participants. They are encouraged to patronize the stalls on campus.
• The deadline for confirming the number of students from outstation contingents is 29th July, 2015.
• Outstation participants are requested to carry a photo ID (original and two photocopies) for example – a PAN card, driver's license, passport, voter's ID, etc. along with a letter from the Principal stating the names of all the participants and the CL, all of which are to be submitted at the hotel.

LOGISTICS

Awaaz konacha? LOGS-cha!

Numerous visitors, a highly enthusiastic Workforce, and a plethora of events: one might wonder how a 19th century Gothic structure is able to contain it all!
The answer is simple: Logistics.

By making sure that the necessary infrastructure is in place, we instil order into the magnificent chaos that is Malhar.

Dimensional Specifications:

- **1st Quad stage** – 28 feet x 18 feet
- **Hall stage** – 26 feet 8 inches x 24 feet
- **Foyer** – 18 feet x 12 feet
- **Foyer circle** – 24 feet diameter
- **SCAVI stage** – 18 feet 3 inches x 7 feet 4 inches (9 feet – curved)
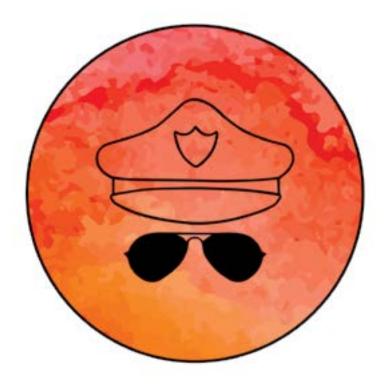- **Green Room door** – 4 feet 6 inches x 8 feet 10 inches.

All events conducted in the Hall will be provided with the following standard props:
4 chairs, 2 benches, 2 small tables, 1 large table.

Do note that:

- Fire and liquids will not be permitted on stage.
- All furniture and props provided must be returned in the condition that they were originally presented to the participants.
- Additional standard props will be provided if the department organising the event deems it necessary.

SECURITY

"Dhampa laga laga laga ho ha ho ha"

Security, being the largest department, is the first to welcome and the last to bid goodbye in Malhar. We are in charge of frisking, crowd management, confiscated items, securing the college premises and ensuring a safe Malhar. Any misdeed or untoward incident reported, will be handled smoothly. This year, we, as a team, are friendlier and more approachable to the audience.

Identification

A college ID card of the present academic year or fee receipt is necessary.

Form Verification and Prop List

CLs will be given a form where they will be required to list all the items that they will use as props, commonly known as the 'Prop List'.
On the days of Malhar, Security does not allow certain items inside the college premises, to ensure the safety of all the people in the campus. Certain items are strictly prohibited and will be confiscated at the gates. To avoid confiscation of your belongings, please refer to the Banned Items list below.

LIST OF BANNED ITEMS

-Alcohol, glass bottles, fuel or any flammable liquids
-Drugs, pipes, rolling / smoking paper
-Cigarettes, lighters, match boxes, candles
-Any harmful, pointed or sharp objects – knives, blades, pen knives, Swiss knives, scissors, unpacked mirrors, nail cutters, metal forks
-Geometry boxes with compasses and dividers, steel rulers
-Whiteners and thinners
-Deodorants, perfumes, hand sanitizers and other aerosols
-Laptops and cameras (only batteries will be confiscated)
-Condoms
-Balloons
-Medication (only one dosage)
-Packaged food and drinks
-Pointed umbrellas

Items not mentioned in the above list will be confiscated by Security if they are deemed unsafe.
Avoid carrying valuables, as the college will not be held responsible for their loss.
If a banned item is absolutely necessary for an event, the CLs and the ACLs should ensure that the item is mentioned in the 'Prop List' with a justifiable explanation.
The 'Prop List' will be verified by Security, failing which participation shall not be allowed.

On Malhar Elims and Finals

 -All participants will have to carry their individual college ID cards. The college ID cards or fee receipts of the present academic year, along with photo identification, will be
required for entry on the Elims and Final days of Malhar.
 -Entrance will not be granted to choreographers and makeup artists, unless they have been registered as CAs at the Elims.
 -Participants must be present at least an hour and a half prior to their events.
 -Participants are only allowed to carry items included in the Prop List, approved by Security.
 -Participants who have consumed any sort of intoxicating substance will not be permitted entry to Malhar.
 -Inappropriate behavior will not be tolerated and will lead to expulsion from the campus.
 -Security will be present at all times throughout the day of Elims, and the Final days of Malhar.

If you need any help or information, please approach us without
any hesitation.

TECHNICALS

"Stop, turn, take a look around at all the lights and sound. Let them bring you in."

<div align="right">-Yellowcard</div>

Technicals lets you lose yourself in the *Euphoria* of your heart, syncing with the bass, as your eyes indulge in a visual spectacle of sheer optical brilliance. We promise you yet another beautiful cacophony of audio-visual effects.

GUIDELINES

• All CDs must be in <u>Audio CD format only.</u>

•Music cannot be played through a pen drive, iPod, laptop, mobile phone, etc.

•All CDs must be submitted to the Texxx desk immediately after the registration process for the respective event has been completed, labelled with the appropriate college code, the event name and performance number.

•MP3 CDs, audio or video tapes will not be accepted.

•All CDs must be collected from the Texxx desk immediately after the performance has been completed. Technicals will not be held accountable if participants are unreasonably late in collecting the CD.

•All performance CDs must be cued in advance and in order, containing only the tracks to be played during a specific event. Participants will not be allowed to cue the CD before the event using Technicals'equipment. The Technicals team cannot be held responsible for any miscue.

•Technicals will not be responsible for any CD-related glitches such as skipping, format / CD not being recognized.

•No professionals and/or CAs /CLs / ACLs will be permitted to operate the technical equipment. The equipment will only be operated by the Malhar Technicals crew.

•For each event, <u>only one CA</u> will be allowed at the Texxx desk. For Hall events, it is compulsory to have one CA at the Texxx desk, if participants have any sound and light requirements. Blackouts are permitted for Hall events.

•<u>A script with all lighting cues</u> <u>is compulsory</u> for any event requiring lights.

•Additional light and sound props such as bulbs, tube-lights, microphones, etc. will not be permitted.

•There will be a reasonable time limit provided for the setup of equipment for each event. Exceeding this limit will reduce the team's performance time, which may lead to an early termination of the performance.

•On-stage equipment may not be rearranged for any performance.

•Sound and light demonstrations will not be given on the day of the event. A sound and light demo will take place on a different date and it is compulsory for at least one CA/ CL/ACL to be present at this demo.

•Any other technical queries must be cleared in advance during the CL meet.

•The use of electric guitars for certain events is permitted; however, the use of any **distortion** effects is prohibited. Violation of this may result in termination of the performance.

•Keyboard players are not allowed to use any pre-recorded patches.

•A basic script with all sound and light requirements and cues should be submitted at the Form Verification. This is compulsory for all drama events.

•A detailed list of all instruments being used must be submitted during the Form Verification.

•A drum kit including all hardware and cymbals will be provided. However, participants are allowed to use their own cymbals and kick pedal.

•Members of the Technicals department can clarify relevant queries.