

Check List for Organizing Techno Cultural Fest

Title of the Techfest / Cultural Fest :

Name of the Organizing department(s) :

Name of the HoD :

Name of the Coordinator(s) :

Date(s) :

Venue details :

Name of the Chief Guest(s) & Affiliation :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to organize the event.		
2	Request letter for Food & Transport.		
3	Budget proposal approved by principal.		
4	Requisition Letter to the Guest(s).		
5	Acceptance Letter / Mail from the Guest(s).		
6	Circular regarding the event.		
7	List of Committee members and their roles & responsibilities.		
8	Event Brochures / Flyers.		
9	Event Schedule (Detailed).		
10	Inaugural Invitation Copy.		
11	CV of the Guest(s).		
12	Feedback collected from the Guest(s).		
13	Online Registration List (Event Wise and / or Session Wise).		
14	Physical Registration List (Event Wise and / or Session Wise).		
15	Attendance Sheet (Event Wise and / or Session Wise).		
16	Winners List (Event Wise and / or Session Wise).		
17	Event Report containing all the events.		
18	Geo-tagged Photos for each session.		
19	Prizes / Certificates.		
20	Press / Media Materials.		
21	Income Proofs (Sponsorship / Rent / Registration).		
22	Settlement Form / Account Statement / Bill Copies.		

Faculty Coordinator(s)
Verified by

Head

IQAC Team

Dean-IQAC