



Annexure I – Venue Requisition Form

Date: __ / __ / __

Event Date	:		:	
No. of Venues Required:		IQAC Number	:	

Event Organizer Details	:	Name	:	
		Department	:	
		Mobile Number	:	

Expected Participants:

Venue Requirements								
<input type="checkbox"/>	Classroom	___ Nos	<input type="checkbox"/>	Ignite Board Room	___ Nos	<input type="checkbox"/>	Auditorium I Floor	___ Nos
<input type="checkbox"/>	Lab	___ Nos	<input type="checkbox"/>	Ignite Seminar Hall	___ Nos	<input type="checkbox"/>	Auditorium II Floor	___ Nos
<input type="checkbox"/>	Main Board Room	___ Nos	<input type="checkbox"/>	GF07	___ Nos	<input type="checkbox"/>	Vista Hall	___ Nos
<input type="checkbox"/>	IQAC Board Room	___ Nos	<input type="checkbox"/>	Placement Board Room	___ Nos	<input type="checkbox"/>	Collab Space	___ Nos
<input type="checkbox"/>	Synapse Studio	___ Nos	<input type="checkbox"/>	IT Centre	___ Nos	<input type="checkbox"/>	Code Studio	___ Nos
<input type="checkbox"/>	Courtyard	___ Nos	<input type="checkbox"/>	OAT	___ Nos	<input type="checkbox"/>	Drawing Hall	___ Nos

Hall Requirements								
<input type="checkbox"/>	Guest Chair	___ Nos	<input type="checkbox"/>	Dias Table	___ Nos	<input type="checkbox"/>	Audience Chair	___ Nos
<input type="checkbox"/>	Water Bottles	___ Nos	<input type="checkbox"/>	Name Boards on Dias	___ Nos	<input type="checkbox"/>	Chocolates / Nuts	___ Nos
<input type="checkbox"/>	Notepad	___ Nos	<input type="checkbox"/>	Pen	___ Nos	<input type="checkbox"/>	Helpdesk	___ Nos
<input type="checkbox"/>	Event Standee	___ Nos	<input type="checkbox"/>	Front Entrance Banner	___ Nos	<input type="checkbox"/>	Welcome Banner	___ Nos

* Please put tick, wherever required

Special Request required, if any:

Event Organizer

Signature of Section Head /
HOD / Dean

Approved by