

IILM University, Greater Noida

Section A: Event Details

- (Provide a brief overview of the event, including objectives, themes, and significance)*

[illegible]

- (Specify the expected participants, e.g., students, faculty, staff, external guests)

9. **Speaker Details:** (attach the brief profile of the speaker)

Section B: Essay

Section B: Event Coordination

Phone

Section C: Budget and Resources

1. **Estimated Budget:** ₹ _____
(Attach detailed budget breakdown if necessary)
2. **Source of Funding:**
 - Internal (Department/University)
 - External (Sponsors/Collaborators)
 - Others: _____
3. **Facilities/Resources Required:**
 - Venue Setup (Seating, Stage, etc.)
 - Audio-Visual Equipment
 - Catering Services
 - Transportation
 - Decorations
 - Hostel/Guesthouse accommodation
 - Others: _____

Section D: Promotion and Marketing

1. **Proposed Promotional Activities:** (Provide an outline of how the event will be publicized)
 - Posters/Flyers
 - Social Media Campaigns
 - Email Invitations
 - Others: _____
2. **Design Support Needed:**
 - Poster/Banner Design
 - Video/Content Creation
 - Social Media Graphics

Section E: Permissions and Approvals

○ Department Head: _____

Dean: _____

Section F: Additional Notes

(Add any additional information or special requests for the event)

Registrar

ED/COO

Vice Chancellor

For IQAC Office Use Only

- Application Received On: _____
- Reviewed By: _____
- Comments: _____

Hard copies of Flyers/Advertisement need to be submitted to IQAC