EVENT PROPOSAL FORM IILM University, Greater Noida

Section A: Event Details

١.	Event Title:						
2.	Event Type:						
	o Academic (FDP, Lecture, Seminar, Co	onference, Expert Talk, Guest Lecture)					
	o Cultural (Festival, Performance, Exhibi						
	o Workshop/Training/Industry Visit						
	o Sports						
	o Others (Specify):						
3.	, ,						
4.		_					
5.	Proposed Time: From to						
6.	Proposed Venue:	_					
7.	Event Description:						
	(Provide a brief overview of the event, including objectives, themes, and significance)						
8.	Target Audience:						
(Specify the expected participants, e.g., students, faculty, staff, external guests)							
9.	Speaker Details: (attach the brief profile of	of the speaker)					
	Speaker 1:						
	Speaker 2:						
	Speaker 3:						
Se	ection B: Event Coordination						
	Convenor	Co-convenor	Event Coordinator:				
	Name:	Name:	Name:				
	Designation:	Designation	Designation:				
	Email:	Email:	Email:				
	Phone:	Phone:	Phone				

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

	Estimated Budget: ₹				
	(Attach detailed budget breakdown	if necessary)			
2.	Source of Funding:				
	o Internal (Department/University)				
	o External (Sponsors/Collaborators)				
	o Others:				
3.	Facilities/Resources Required:				
	o Venue Setup (Seating, Stage, etc.) o Audio-Visual Equipment				
	o Catering Services				
	o Transportation				
	o Decorations				
	Hostel/Guesthouse accommodati	on			
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Е	ection D: Promotion and Marketi				
•	Proposed Promotional Activities: (Provide an outline of how the event will be publicized)				
	o Posters/Flyers				
	o Social Media Campaigns				
	o Email Invitations				
	o Others:				
	Design Support Needed:				
	o Poster/Banner Design				
	Video/Content CreationSocial Media Graphics				
	o Social Media Graphics				
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