**Program title:**

**Date**:

**Time**: ---------------------------

**Venue**: -------------------------

**Program Schedule**

|  |  |
| --- | --- |
| **Time** | **Activities** |
| 00:00 AM/PM | Recitation from the Holy Quran |
| 00:05 AM/PM | DIU Documentary |
| 00:10 AM/PM | Welcome address by **------------------** (Organizer or Convener) |
| 00:15 AM/PM | Speech of **------------------------------**(Special Guest) |
| 00:20 AM/PM | Speech of **-------------------------------**(Special Guest) |
| 00:25 AM/PM | Speech of ------------------------------ (Guest of Honor) |
| 00:35 AM/PM | Speech of ------------------------------- (Chief Guest) |
| 00:45 AM/PM | Declaration & award distribution (if any) |
| 00:50 AM/PM | Expression sharing by the students (if needed) |
| 00:00 AM/PM | Address by **--------------------------------** (President) |
| 00:10 AM/PM | Formal Photo Session with all participants and guests |
| 00:20 AM/PM | Refreshment to the guests |
| 00:30 AM/PM | Cultural Session (If any) |
|  |  |
|  |  |
|  |  |

**Members of the Event Management Team**

**(Faculty Members & Students)**

For successful arrangement of the ceremony, The Head, Department….. is pleased to propose the names of the event management, faculty members (minimum 4) and students (minimum 3) as below:

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation/ID No.** | **Contact No.** |
|  |  |  |
|  |  |  |

**Event Management Team & Task Distribution**

|  |  |
| --- | --- |
| **Task** | **Responsible Persons** |
| Advisory panel |  |
| Guest Confirmation (External & Internal) |  |
| Internal Circulation & Invitation |  |
| Program Related Design & Print |  |
| Venue Decoration |  |
| Necessary Support(Crest, Gift and others) |  |
| PR Support (Photo, Video& Media Coverage) |  |
| Venue confirmation |  |
| IT Support |  |
| Anchoring |  |
| Recitation From the Holy Quran |  |
| Documentary, Theme song, Green Campus (Drone) |  |
| Legal Issue (inform local police station) If needed |  |
| Security & Cleaning |  |
| Refreshment for the Guests |  |
| Overall Coordination |  |

* **Attach Program Approval Copy while submitting.**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: The template may be modified depending on situation. (Remove this part while using)**