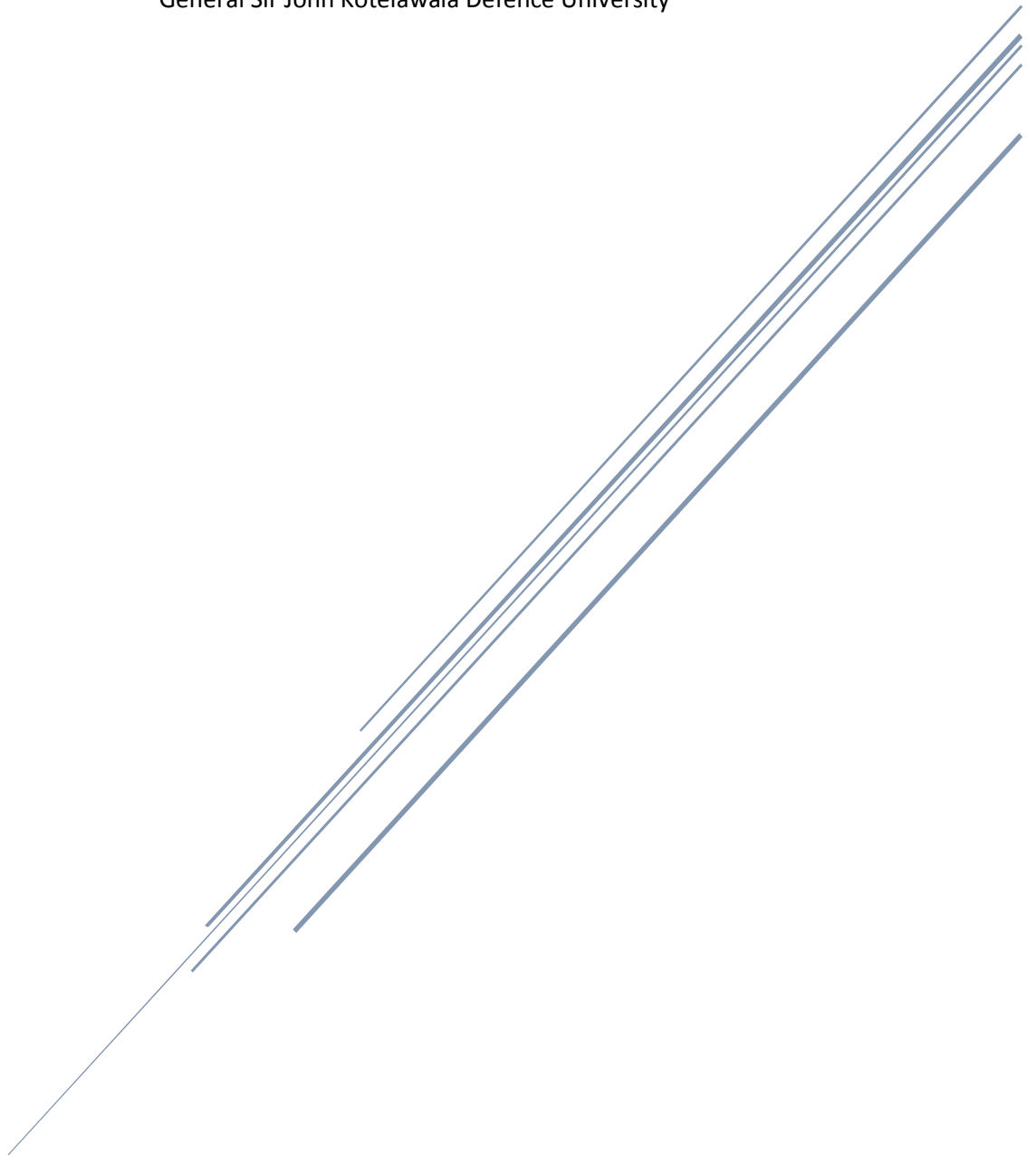




STANDING INSTRUCTIONS FOR HOSTING AN EVENT

General Sir John Kotelawala Defence University



INTRODUCTION

General Sir John Kotelawala Defence University always encourages activities related to the development of students' leadership and soft skills. Therefore, KDU allows the university community to host events such as club activities, sports activities, symposiums, workshops, musical events, diner dances, diner nights, awarding ceremonies, colours nights, competitions, exhibitions, book launches, CSR projects etc. either as an in-campus activity or as an outdoor activity. Being a defence university, it is imperative that the university community adhere to proper protocols and procedures in each and every activity organized by faculties, departments and various permitted student groups with much care and responsibility, without prejudices and detrimental to the good name of the university. Accordingly, organizing committees of such events are expected to obtain a formal approval through the appropriate chain of command.

HOSTING AN EVENT

The organizers should obtain clear instructions from the higher authorities particularly for the items mentioned below.

- Invitations & Dress Code
- Publicity Activities (banners, leaflets and other promotional items)
- Entrance/Registration Fee (Eg: sale of tickets, registration fee, any matter pertaining to financial collection for the event)
- Cost estimate
- Strategy number in cooperate plan
- Rehearsal Approval for the final event
- Audience
- Seating Arrangements (Eg: guests, audience, special invitees, photographs)
- Stage Arrangement
- Itinerary
- Decorations
- Invitees for the Lightning of Oil Lamps
- Receiving & Ushering
- Approval for Speakers
- Comperes
- Proper names and appointments of individuals and organizations as per the proper protocol
- Refreshment Arrangements
- Photograph Arrangements
- Media Arrangements (if any)
- Arrangements for differently abled persons
- Vehicle parking and traffic control arrangements
- Sponsorships, Donations and their details
- Gifts and Plaque
- Approvals from Government Authorities for outdoor events (if any)
- Timely release of media/press releases/web site & social media updates on the event
- Any other matter, the organizers feel that the higher authority approval is needed

SEQUENCE OF THE APPROVAL PROCESS

1. Formal request to host the event should be done through the **EVENT FORM** which is attached in *Annexure A*
2. Submission of the completed **EVENT FORM** to the relevant authorities by the organizers
3. Approval of the relevant DEAN
4. Approval of the DEAN FDSS (when applicable)

5. Approval of the DVC Defence & Administration and he will escalate to the Vice Chancellor as deemed appropriate
6. Approved/Rejected/In-completed **EVENT FORM** will be returned to the organizers
*(Copies of the approved **EVENT FORM** must be given to DIT, Adjutant, CO- Admin, TSO or any other assisting party by the organizers as deemed appropriate)*

HOSTING EVENTS WITH CONTRACTS

A contract is a legally binding agreement between two or more parties. KDU staff or students are prohibited to sign contracts on behalf of KDU at any circumstance without the approval of the Vice Chancellor.

EVENT FORM

Section A: General Contact Details

01 Name/ Details of the Organizing Entity

University

Faculty

Department

Student Organization

Other

02 Name of the Officer/ student requesting the event on behalf the organization:

03 Internal Mailing Address

:

04 Mobile Phone

:

05 Land Line

:

06 E-mail

:

Signature of the Applicant

Date:

YYYY/MM/DD

Section B: General Event Details

01 Event Name

:

02 Event Date & Time

: YYYY/MM/DD - hh/mm AM/ PM

03 Duration

:

04 What is the purpose of the event?

05 Is it scheduled as per the Event Calendar?

Yes

No

(If the date stated in the 'Item 02' does not match with the date in the Event Calendar, please obtain the approval for the new date and attach as a supporting document)

06 Event Type

: In-house

Outdoor

07 Will there be materials distributed or displayed for the event?

Yes

No

If 'Yes', please provide the content of the materials below with details:

08 Scope of the Event

(please tick the relevant item(s) and obtain approvals for each selected item by the appropriate authority level before the event)

Invitations

Stage Arrangements

Dress Code

Media Arrangements

<input type="checkbox"/> Cost Estimate <input type="checkbox"/> Entrance/Registration Fee <input type="checkbox"/> Audience <input type="checkbox"/> Seating Arrangements <input type="checkbox"/> Stage Arrangement <input type="checkbox"/> Itinerary <input type="checkbox"/> Decorations <input type="checkbox"/> Lightning of Oil Lamps <input type="checkbox"/> Receiving & Ushering <input type="checkbox"/> Refreshment Arrangements <input type="checkbox"/> Media Arrangements (if any) <input type="checkbox"/> Arrangements for differently abled persons <input type="checkbox"/> Vehicle parking and traffic control arrangements <input type="checkbox"/> Sponsorships, Donations and their details <input type="checkbox"/> Approvals from Government Authorities <input type="checkbox"/> Media/press releases/web site & social media updates on the event <input type="checkbox"/> Proper names and appointments of individuals and organizations	<input type="checkbox"/> Photos <input type="checkbox"/> Gifts and Plaque <input type="checkbox"/> Speakers <input type="checkbox"/> Comperes <input type="checkbox"/> Photograph Arrangements
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Section C: Guest Details

01	What is the expected attendance?
<hr/>	
02	Name of the Chief Guest and any other Guest of Honour
<hr/>	
<hr/>	
03	List of Special Invitees and details (if any)?
<hr/>	
<hr/>	
04	List of Outside Invitees and details (if any)?
<hr/>	
<hr/>	
05	List of Speakers of the event and details (if any)?
<hr/>	
<hr/>	

Section D: Music Arrangements

01	Will there be music at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
02	Select the type of music you will have: <input type="checkbox"/> Live Band/Artist (acoustic) <input type="checkbox"/> Live Band/Artist (amplified sound) <input type="checkbox"/> DJ <input type="checkbox"/> Amplified sound through speakers (Ipod/Phone/Computer) <input type="checkbox"/> Other
03	Will you be using audio-visual equipment or WiFi (Please tick)? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' , what will you use? <hr/> <hr/>
04	How much will be the estimated cost for music arrangements?

Section E: Food & Alcohol

01	Do you plan to serve or sell FOOD at your event (please tick)? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', Will it be catered or self-catered (please tick)? <input type="checkbox"/> Catered <input type="checkbox"/> Self-Catered If you have already selected a caterer, please indicate it here: <input type="checkbox"/> <hr/>
02	Do you plan to serve or sell ALCOHOL at your event (please tick)? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please specify details.
03	How much will be the estimated cost for food & Alcohol arrangements?

Section G: Invitations

01	Type of Invitations going to be used <input type="checkbox"/> e-mail <input type="checkbox"/> printed cards <input type="checkbox"/> printed letters
02	How much will be the estimated cost for invitations?

Section H: Publicity & Registration

01	Type of materials that are going to be used for publicity? <input type="checkbox"/> e-media <input type="checkbox"/> Print media <input type="checkbox"/> emails <input type="checkbox"/> Other If 'Other', please specify _____
02	Registration Fee collected? <input type="checkbox"/> Yes <input type="checkbox"/> No
03	Registration and other financial details: <input type="checkbox"/> Registration fee charged <input type="checkbox"/> Financial collection for the event <input type="checkbox"/> Sponsorships (Financial & Materials) <input type="checkbox"/> Other If 'Other', please specify _____

Section H:

Please include a detailed description of your event here. It should include all the specific details related to the event. Please note: handwritten descriptions will not be accepted.

Please Ensure you read & understand the below terms & conditions.

The Recognized Student Organization representative understands:

- Requests are considered on a first-come-first-served basis
- Requests must be received by the **Dean FDSS** at least 14 business days in advance of your desired date

- Written Notice of cancellation must be given to the office one week prior to the event; failure to cancel an event may result in loss of booking privileges
- Student Organizations are responsible for ordering extra tables and chairs by making a written request if the event is conducted in-house
- Student Organizations may be asked to meet with Security if they require further information about your event
- Student Organizations are responsible for security charges where applicable
- Student Organizations are responsible for any damages incurred in the space during an event
- The **Dean FDSS** has the right to cancel a booking, if regulations and criteria are not met.

I have read and agree to the above conditions.

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SIGNATURE OF THE HEAD OF THE ORGANIZING COMMITTEE

.....

NAME OF HEAD OF THE ORGANIZING COMMITTEE (Print)
YYYY/MM/DD

Date: