

Event conduction SOP

- The department or team that conducts the given event should collect thorough information of the occasion and brief history. The same should be explained to the staff involved during the meeting in the presence of members of department of co-scholastics and Clubs. Organizer, (concerned club coordinator and activity coordinator) should inform and make a day scheduled for this meeting at least a week before.
- Prepare the Programme order, invitations, budget etc.
- Observation and rehearsals should be conducted with proper planning and as per the program list planned earlier.
- Student or the staff who participates directly on the stage during the event should be observed, analysed and guided during rehearsals. Care should be taken that no extra sentences in speech or addition of the performances should be done at the time of event.
- Place the indent of material required like – production equipment, costumes, accessories, properties, stationeries, shamiana items, generator, felicitation materials, decorative items, hospitality items, etc and procure them as per the procurement SOP. The organizing team should have the list of prerequisites planned well before the indent is sent for the approval. Later no extra things will be allowed or team should make its own arrangement which will be not paid later.
- Inform transportation department for transportation of students, parents, Guest etc.
- Inform the mess about the programme. Plan the menu as per the number of attendees.
- Send out invitations to the guest, parents, students, staff and alumni.
- During the run-through no event should be rehearsed on the stage more than once. Make sure all the necessary guidance is given to the performer during practice. Run-through will be only to find the positions and space planning on the stage and not for correcting or changing the performances.
- The host or anchor should be chosen well in advance and their scripts be scrutinize thoroughly. Train them to accommodate any change during the event.
- In the case of special occasion dress code should be maintained as per discussions during the meeting
- For any reasons, the order of events must not be altered unless there is a change in the plan by the chief guest or an unavoidable circumstance arises.
- Department head and the department staff who will be organising the event should be near the stage assisting staff and students for the discipline and proper flow of the program.

- The Audio-video and production equipment must be tested well in advance. Music to dance, karaoke must be collected from the participants a day before in pen drive and on the laptop.
- If there is any technical assistance (audio /Visual aid) required for conducting the event ,such planning must be well in advanced briefed to the technical team during the meeting and all arrangements made must have regular follow up till the date of the event. Prior permission for the same must be obtained by the Department Head. Involve the photographer during rehearsals.
- During inter school events, registration committee, event conduction committee, judgment committee, result committee, volunteer committee, transport committee, hospitality committee, production committee, physical arrangement committee, security and discipline committee, housekeeping committee, certificate and invitation committee must all work in tandem.
- The host should be aware that the microphones are switched off when backstage & while other programs are running. Handing over of microphones to irrelevant members during the events by the host should be avoided.