



BOOKING ARBUDHA CONVENTION CENTRE

1. INSTITUTE/ ORGANIZATION								
Name:					Address:			
2. COORDINATOR/SINGLE POINT OF CONTACT								
Name			Phone. No			Address		
3. SCHEDULE & NAME OF PROGRAMME								
Date	Starting Time AM/PM	Ending Time AM/ PM	Extra Time Reqd. (pre)	Extra Time Reqd. (Post)	Musical	Dancing	PPT	Speech
4. Audience		Category Number	VIP	Students	Parents	Professionals	Other	
5. I have read and understood the GUIDELINES for use of auditorium. All the arrangements noted & ensured and all concerned informed accordingly.		Remarks by the Forwarding Authority		Remarks by the Officer in charge Auditorium		Remark by the Approving Authority		
				Available/ Not Available		Permitted/ Not permitted		
Signature (HOD/ co-ordinator)		Signature of Director		Signature of the Officer In charge (Auditorium)		Signature of the Approving Authority Director (Admin & Finance)		
Date :-		Date:-		Date:-		Date:-		

Programme Category (In*)	1	2	3	4	5
Noted By Electrician. Mukesh Gurjar (9829021767)					
Programme Executed in Category (in*)	1	2	3	4	5
Strong Point					
Weak Points					
Suggestions					



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GENERAL GUIDELINES-CUM-CHECKLIST AT A GALANCE

1. The **REQUEST** must be submitted in the prescribed Requisition Form duly filled neatly & clearly before forwarding it to the sanctioning authority at least **Five days** in advance for necessary approval.
2. Mere submission of Requisition Form does not guarantee booking of the “**Arbuda Convention Centre**” unless approved by the competent authority before the scheduled date. In the absence of the same they may not be allowed to use the “**Arbuda Convention Centre**”.
3. **Please note the area of serious concern:-**
 - A) No decoration inside the auditorium, B) Outside decoration on boards, C) No eatables inside the auditorium, D) Chew gum is strictly prohibited, E) No rehearsal in the auditorium, F) No Pen Drive will be allowed to use for presentation of documentary and other programmes. Recorded CD / MP3 / WMA format will be permitted for use in the Auditorium. G) Responsibility of maintaining discipline throughout the programme lies on the concerned department / institute. H) Any loss or damage due to negligence, the recovery of the same will be borne by the concerned department/ institute.
4. **Whom to contact:**
 - (a) Arbuda Convention Centre– Contact **Mr. Puran Yogi (9829373078)** for technical and other support.
 - (b) Central store– Contact **Mr. Hari Om Jangid (9829855508)** for printing of certificates, procurement of mementos, gifts, bouquets etc.
 - (c) Refreshments / Food– Contact **Mr. Praveen Singhvi (9928364374)** for arrangements, if required.
 - (d) Transport - Contact **Mr. B.P. Yadav (9829855509)** for transport arrangement if required.
 - (e) Hostels (Boys & Girls)- Contact **Mr. Ashwini Lata (9929255103)** and **Mrs. Sudha Jain (9928017669)** for administrative support, if required.
 - (f) Media & Photo Coverage– Contact **Mr. Purushottam Sharma, Media Coordinator (9829185707)** for news coverage & **Registrar** of respective campus for Photography/Videography.
5. **Kindly ensue that:-**
 - (a) The programme is completed within the scheduled timings, b) the decorum & discipline of the institution is taken care off by concerned department / institute till completion of programme, c) the furniture and other items taken on loan from various agencies, are handed over to them and no dues is completed, and (d) the loss or damaged occurred, must be intimated to the higher authorities in the prescribed format.
6. The provision of recording / photography / videography of events being organized are arranged well in advance. The record of the same is also required to be maintained properly for future reference and record.
7. “Report of the events” must be completed & submitted along with copies of relevant record of event to the competent authority.
8. Check the availability of electricity supply well before the start of scheduled programme in the “**Arbuda Convention Centre**”. In case of non-availability of electricity supply on scheduled date & timings of the programme, the arrangement for DG set will be ensured by the organizing institutions/department at their own with prior approval from the higher authorities in writing.

Notes	