



EVENT MANAGEMENT POLICY GIFT UNIVERSITY, GUJRANWALA

POLICY means the Event Management Policy, which is to be implemented for all the events, organized in GIFT University premises.

EVENT means any sort of curricular, co curricular or extra curricular activity within a department or at university level. Event could be of the following nature;

- ✓ Academic Functions
- ✓ Seminars
- ✓ Workshops
- ✓ Competitions
- ✓ Starfest
- ✓ Trainings
- ✓ Debates
- ✓ Farewell Parties
- ✓ Welcome Parties
- ✓ Gala Nights
- ✓ Sports Day
- ✓ Alumni get together

∴ CODE OF CODUCT ∴

Following Code of Conduct must be observed by the students while organizing any event.

- Proper dress code as defined by the University and per local cultural norms
- Exterior singers/Musical bands/Performer are not allowed
- Girls Dance are not allowed in any activity/event
- No Squandering of money is allowed in event
- Any unauthorized political, religious or sectarian activity/function/group is not allowed
- Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge and consent.
- Any acts or behavior that threatens other students, faculty or staff members, including disruption of normal instructions are prohibited
- Any undesirable act including use of intoxicants, alcoholic liquor and narcotics are not permissible.
- Possession of fire arms or any other weapons, even if licensed are not allowed
- Fighting, hooting, bullying, using abusive language, damaging or breaking any University property
- No Smoking in the premises of the event

- Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.
- The entry or parking of cars, motorcycles and bicycles etc. other than the designated areas.
- Unauthorized collection of Fund/Ticket fee for the event
- Furnishing of false information to the University and its officials, misusing affiliation with the University to gain access to outside agency/services, using false information or University resources to compromise the name of the University.
- Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at University-sponsored functions/activities.
- Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.
- Unauthorized use of University facilities or equipment for political activities.
- Generally outsiders are not allowed in the events of the University
- Guests will only be allowed after the prior approval of the authorities. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the University premises
- Any article of clothing with indecent/objectionable signs/words must be avoided
- Students are advised to sit together in the form of groups instead of couples while maintaining a respectable distance and a responsible behavior towards each other.
- Female students living in the hostel of the University will get prior approval from hostel Warden in case of participation other than University regular timings.

:- RESPONSIBILITIES OF THE OFFICES:-

❖ ROLE OF FOCAL PERSON OF AN EVENT

FOCAL PERSON of Event means the organizer of the event organized in the University

- The Focal Person will get necessary approval from the Rector/Registrar on prescribed proforma attached as **appendix-A** preferably 10 days before the event.
- The Organizer/Focal Person will prepare a formal proposal of the activities pertaining to the event and attached it with prescribed Proforma
- The Organizer/Focal Person will inform about the date, timings, venue to all concerned departments, and required services from the associated departments through prescribe Proforma
- Invite a guest speaker to campus having a good repute and recognition in Society but should not contradict with GIFT Values.
- The event invitation/announcement will be sent by the organizer/focal person through Deputy Manager Curricular and Extra Curricula activities
- Responsible of all the activities during the event.

- Ensures provision of all the facilities with the support of all the departments and other stakeholders
- Ensures the fund/ticket fee generated by the event will be collected through Accounts Department.
- Ensures that payments to the vendors paid by the Accounts Department, the focal person will not involve in direct cash handling.
- Ensures that female students living in the hostel of the University have prior approval from hostel Warden in case of participation other than University regular timings.
- Ensures that the Values and Ethics of University are followed.
- Ensures the compliance of **Promotional Display Policy** for the event which is as follows.
 - I. **Design:** convener is responsible to approve the design of the skin/Panaflex etc. Following points may be considered:
 - a. No controversial material to be display.
 - b. No religious, ethnic or political slogans or names etc.
 - c. No material which promotes extremism.
 - d. No material against the policy of the institution.
 - e. No anti National material.
 - II. **Size of the banners:** Size of the skin to be display in atrium should not be larger than 13 feet wide and 25 feet in length. Size of the posters should not be more than 4 square feet.
 - III. **Venue of Display:**
 - a. Banner/skins: These should only be display along the pillars inside atrium.
 - b. Posters: on specified glass boards.
 - c. Standees: These can be placed at any appropriate place, preferably at main entrance of the University building.
 - d. Panaflex (small size): These can be hanged on hooks embedded along the edge of atrium.
 - e. No posters or any material will be pasted on the walls/doors and any other places except the designated areas mentioned above.
 - IV. **Schedule of display:**
 - a. Banner/skin of large size: Not more than a week before the date of an event.
 - b. Panaflex/posters/standees: Not more than 3 days before final day of the event.

❖ **ROLE OF DEPUTY MANAGER CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

Deputy Manager Curricular and Extra Curricular Means the person in charge of all the events organized in the University

- Will coordinate with the Focal Person to finalize the script/proceeding of the event.
- Ensures the script and activities of the event will not contradict with GIFT norms and Values.
- Ensures the Approval of the Event will be on time by the Focal Person
- Ensures that the Focal person of the event will not involve in direct cash handling
- Will ensure that **Promotional Display Policy is being followed.**
- Ensures the Compliance of Guest Policy
- Ensure the General Discipline of the Event
- Ensure to keep the record of all events

❖ ROLE OF ADMIN OFFICE

ADMIN OFFICER/ CHIEF SECURITY OFFICER Means the person in charge of security and support services of all the events organized in the University

- Provide all required/approved resources for the event
- Ensure proper cleanliness of the event area, before and after the event
- Provide required furniture and fixtures for the event
- Ensure the safety and security of University premises and its fixtures
- Ensures proper check of the guests at the entry point.
- Coordinates with the teams detailed by the Civil Authorities (if require)
- Ensures that no un-authorized person loiters around the area.
- Ensures proper control and evacuation in case of any mishap.
- Ensures sufficient fire fighting equipment is placed at the venue of event and liaises with local Fire Brigade in case of any emergency
- Admin Office will ensure the proper parking of the vehicles
- Ensures to remove all the banners/posters etc. to remove on very next day of the event.
- Ensures overall discipline with the premises of the event.
- Ensures proper evacuation of the students at the end of the event.
- Any other assigned by the authorities considering the nature of event.
- Will ensure that **Promotional Display Policy is being followed.**

❖ ROLE OF THE HEAD OF THE DEPARTMENTS

- To provide the forecast of the events of their respective department in writing to the Society Coordinator for the approval from Rector's Office before the commencement Academic Calendar.
- The forecast of events should include
 - ✓ Academic Functions
 - ✓ Seminars
 - ✓ Workshops
 - ✓ Debates
 - ✓ Farewell Parties
 - ✓ Welcome Parties
 - ✓ Gala Nights
 - ✓ Sports Day
 - ✓ Alumni get together
- HoD himself or his nominee will act as **Convener** of the Event
- All the requirements should be intimated to all concerned through event intimation Performa (attached)
- The HOD is responsible to ensure that the event falls within the approved budget of the department.

❖ ROLE OF SERVICES DEPARTMENT

- Provide electricity back up and support required for the event
- Ensures availability of all staff to facilitate smooth organization of the event.
- Coordinates with the Event Convener

❖ **ROLE OF TRANSPORT DEPARTMENT**

- Coordinates with the Event Convener
- Organizing the transport if required for the event.
- Ensures the timings of pick & drop are properly adhered.

❖ **ROLE OF ACCOUNTS DEPARTMENT**

- Collection of Ticket fee/fund of the Event
- Maintains all the monetary matters pertaining to the event.
- Ensures that the event is within the allocated budget.
- Payment to the vendors of the event
- Keep all the financial record/bills of the event

❖ **ROLE OF MEDIA AND MARKETING DEPARTMENT**

- Proper announcement of the event as desired by the Event Convener
- Announcement media may by;
 - ✓ LCD
 - ✓ Standees (*Approved Budget Required*)
 - ✓ Banner (*Approved Budget Required*)
 - ✓ Notice Board
 - ✓ SMS (*Approved Budget Required*)
 - ✓ Email
 - ✓ FB
 - ✓ Website
- Maintains liaison with the newspapers, television for post event coverage
- Arrangement for still and video photography of the Event_Role Societies

:- GENERAL GUIDELINES:-

❖ **MATERIAL HANDLING PROCESS**

- Event focal person will generate a list of material received from the outside like items received by the sponsors, material rented from the caterer etc.
- Event focal person will provide the above-mentioned material list to the admin office and ensure the safety, security and record of the material received.
- Admin Officer will take care of all the material
- All outsourced material will be disposed off with in 1 day or max 3 working days of the event
- After 3 working days the Admin Officer will hand over material to the assets management officer and Event Convener will be informed accordingly

❖ **FOOD & REFRESHMENT PROCESS**

- Provision of food and refreshment for all the functions being held in the University premises, would be the responsibility of GIFT Cafeteria only.
- Admin Department and organizer will ensure the quality and standard of food and arrangement

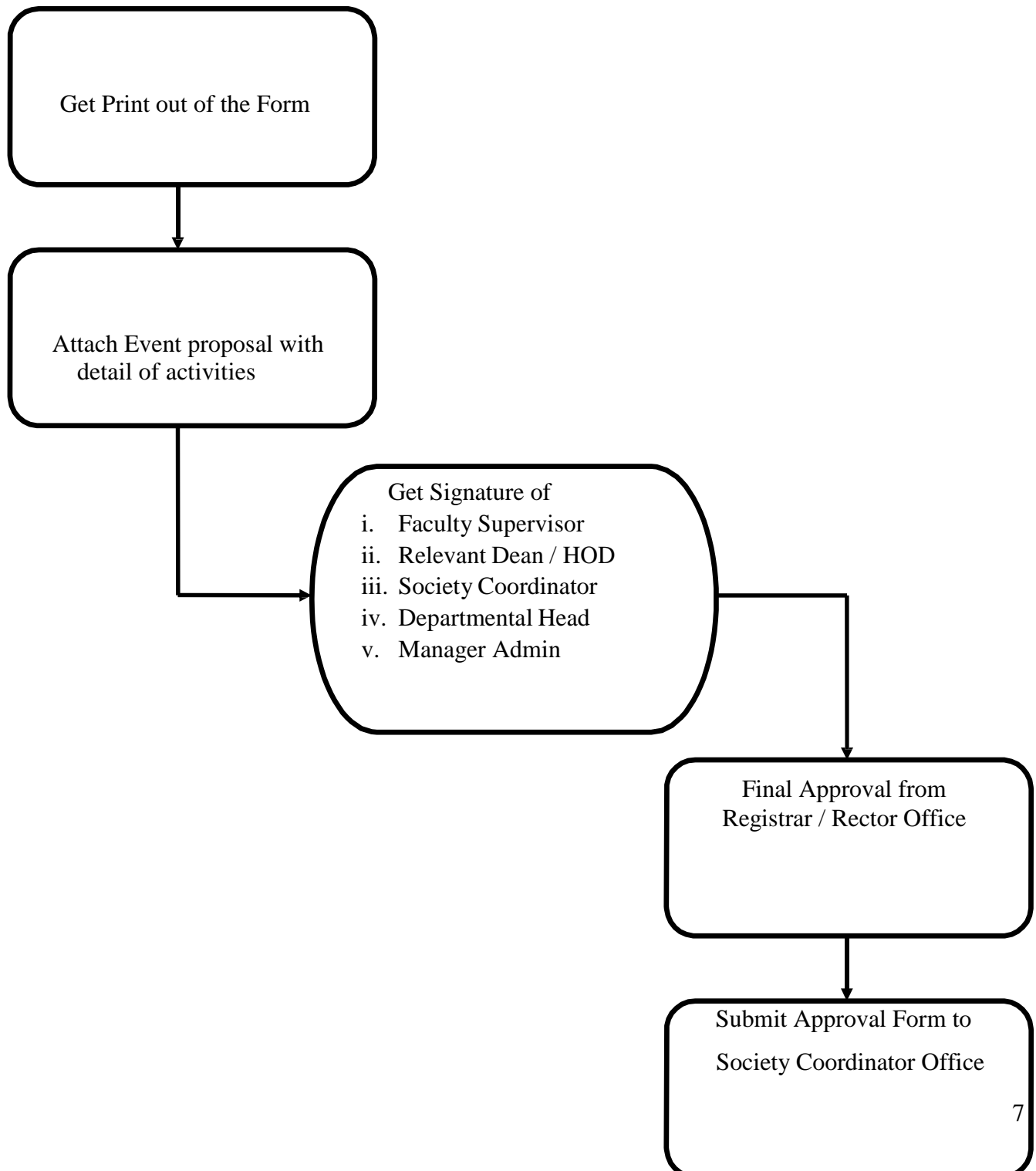
- Convener will provide the list of the guest to the café manager
- Café manager will obtain the menu from the Convener.
- Ensures that there is no shortage of any food items
- Ensures that the guests are properly attended.

❖ **ACTIONS TO BE TAKEN AFTER THE EVENT**

- The Event Focal Person and admin office should ensure that all the area is clear.



GIFT UNIVERSITY
EVENT MANAGEMENT
(PROCESS FLOW CHART FOR STUDENTS)





GIFT UNIVERSITY EVENT MANAGEMENT FORM

EVENT NAME: _____

EVENT LEVEL: _____
(University / Department / Students)

EVENT TYPE: _____
(Seminar / Workshop / Get-together etc.)

VENUE: _____ **DATE:** _____ **TIMINGS:** _____

BRIEF OF THE EVENT: _____

NAME OF FOCAL PERSON: _____ **PHONE:** _____

SIGNATURE OF FOCAL PERSON: _____ **DATE:** _____

SIGNATURE OF FACULTY SUPERVISOR: _____ **DATE:** _____
(In case of students)

SIGNATURE OF SOCIETIES CORDINATOR: _____ **DATE:** _____
(In case of students)

SIGNATURE OF DEAN/HEAD: _____ **DATE:** _____

SIGNATURE OF MANAGER ADMIN: _____ **DATE:** _____

*** Notes:**

- **Attach Proposal along with detail of Activities**
- **Submit the approved form three (3) days before the event to Society Coordinator.**

RESOURCE REQUIREMENTS

Admin Office

Security _____ Parking _____

Cleanliness _____ outside Material _____

Mention the Detail of Material _____

Any Other _____

Manager Admin Signature _____ **Date:** _____

Services Department (Mr. Zia Ul Haq, Director Project & Services)

Lighting _____ Generator _____

Support Staff _____ Air Conditioning _____

Any Other _____

Manager Services Signature _____ **Date:** _____

Marketing Department (Attach Approved Budget of Required Material)

Main Entrance Banner (Qty) _____ Standees _____

Back Drop _____ Flyer _____

Manager Marketing Signature _____ **Date** _____

Media Coverage:

Video _____ Photography _____ Facebook _____ Website _____

Media Coordinator Signature _____ **Date** _____
(Mass Communication Department)

*Note: Event Convener / Focal Person will provide the details of the event to **Communication Executive** for the purpose of publishing on Facebook and Website.*

Manager Cafeteria

Time _____ Venue _____

Total Number of Guests _____ Menu _____

Any Other _____

Manager Cafe Signature _____ **Date** _____

Transport Department

Coasters _____ Timings _____

Cars _____ Timings _____

Destination _____ Any Other _____

Manager Transport Signature _____ **Date** _____

IT Department

Public Address System _____ Collar Mic _____

Audio Recording _____ Video Recording _____

Sound System _____ Multimedia _____

Any Other _____

Manager IT Signature _____ **Date** _____

Accounts Department

Budget _____ Requirements _____

Miscellaneous Requirements _____

Manager Finance Signature _____ ***Date*** _____

Approved by:

Registrar

Rector



(PROMOTIONAL DISPLAY GUIDELINE)

Promotional display policy: In following paragraphs a policy is given to display promotional material for the event.

1. **Design:** convener is responsible to approve the design of the skin/panaflex etc. Following points may be considered:
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 - c. **Manager Admin** will be responsible to remove all the banners/posters etc. to remove on very next day of the event.

Note:

- **Any promotional material must not be pasted/glued/nailed on the walls anywhere in the campus, especially in the Seminar Hall.**
- **Any food items/drinks are not permitted in the Seminar Hall.**
- **Convener/Focal Person must ensure adherence of the above mentioned policies in true letter and spirit.**