University of Management and Technology

Office of Forums and Events

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| EVENT MANAGEMENT REQUIREMENT |
| Date of Requirement Submission |  |
| Submitted By (Employee Name & Dept) |  |
| Email | Contact No. |  |
| Event Details |
| Event Title |  |
| Event Category | □ Conference | □ Seminar | □ Summit | □ Session |
| □ MoU Ceremony | □ Meeting | □ Mega Event | □ Visit |
| □ Other, Please Specify |
| Organizer |  |
| Event Date(s) |  | Event Time |  |
| Venue Reservation Details |
| Venue Reservation Status | □ Confirmed | □ Unconfirmed  |
| Venue(s)*(For Multiple or Alternate Venues, please provide details)* | □ Hakim Saeed Hall | □ Saleem Asghar Hall | □ UMT Greens | □ Other(s) |
| Please Specify |
| Hall Layout & Theme |
| Standard Hall Layout | □ Theatre Style |
| Specify Other Requirements |
| Estimated Audience Size (For Seating Arrangement) |  |
| Required No. of Sofas on Stage |  |
| Backdrop Affixation*Please deliver the backdrop to OFE one day prior to the event, if required* | □ Required  | □ Not Required  |
| Information Desk *(Please specify Qty, if required)* | □ Required (Qty) | □ Not Required |
| Please specify if any specific event theme is required *(decorative style, color scheme, etc.)* *(Budget Approval is required)*  |
| Sound & Technology |
| Sound System  | □ Required | □ Not Required |
| Projector | □ Required | □ Not Required |
| Mics (*Please Specify*) |
| SMD Installation*Please attach Budget Approval, if required* | □ Required | □ Not Required |
| Guests Transportation |
| Transportation | □ Required | □ Not Required |
| Mode of Transportation | □ Car (UMT Transport) | □ Car (External Source) | □ Bus | □ Air |
| Travel option | □ Local (Within Lahore) | □ Domestic | □ International |
| * *Please attach following details (If required):*
* *Guest(s) Name and Profile, Travel From and To, Pick-up and Drop-off Locations, Date and Time.*
* *Please attach Budget Approval (Mandatory)*
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| Guests Boarding & Lodging |
| Guest Lodging (Accommodation Only) | □ Required | □ Not Required |
| Guest Boarding & Lodging (Accommodation & Meals) | □ Required | □ Not Required |
| * *Please attach complete profile of Guest(s), if required*
* *Dates and Time for Check inn and Check out*
* *Please attach Budget Approval (Mandatory)*
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| Media, Photography & Videography Requirements |
| Photographer | □ Required | □ Not Required |
| UMT TV Recording | □ Required | □ Not Required |
| Social Media Live Broadcast  | □ Required | □ Not Required |
| Electronic Media | □ Required | □ Not Required |
| *Note: For media requirements, organizer will communicate directly with the relevant offices* |
| Refreshments  |
| Refreshment | □ Required | □ Not Required |
| Refreshment Menu | □ Standard Tea | □ Standard Lunch/Dinner | □ Flexible Menu Choice |
| For Flexible Menu Choice, please mention the required menu |
| *Terms & Conditions** *For all refreshment requests, an approval of competent authority is mandatory (Please attach approval)*
* *List and Profile of all guest(s) and internal staff (Mandatory)*
* *Budget Approval Attachment is Required (Mandatory)*
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| Guest Campus Entrance, Security and Protocol |
| Guest Protocol  | □ Required | □ Not Required |
| Guest Parking Reservation & Allocation | □ Required | □ Not Required |
| *Note: For security requirements, organizer must provide to OFE with details of guests, vehicle numbers, and entry times for protocol purposes.* |
| For any additional requirements, please specify |
| For OFE USE ONLY |
| Request Receiving Date |  | **Received By** |  |
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Note: Any uncheck or blank option will be considered not required