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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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** | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Note: Any uncheck or blank option will be considered not required