



# Venue Approval Form

(For the Academic Activities (Indoor & Out Door))

**Event:** \_\_\_\_\_ **Venue :** \_\_\_\_\_

Date : \_\_\_\_\_ Time From : \_\_\_\_\_ To \_\_\_\_\_ Expected No. Of participants: \_\_\_\_\_

Name of the Guest(if any): \_\_\_\_\_  
(E.g : Guest/Panel Speakers ; Forum Speakers ; Seminars ; committee & All Meeting etc.)

**Audio Visual Request :**

Multimedia Projector and Sound System

Requested by : \_\_\_\_\_

Program \_\_\_\_\_

Contact No: \_\_\_\_\_

PM \_\_\_\_\_

HOD: \_\_\_\_\_

\*The person responsible must ensure that the Multimedia Projector is left in the same working Condition as received.

**Refreshment Request :**

No. of participants: \_\_\_\_\_

**No Food will be served or used in the auditorium.**

**Transport Request :**

Place to visit : \_\_\_\_\_

No. of Persons: \_\_\_\_\_ Type of Transport required: \_\_\_\_\_

**Any other special arrangement: (Please Specify)**

**Secretary AC Heads**

\_\_\_\_\_  
(Sign and Date)

**Student Advisor**

\_\_\_\_\_  
(Sign and Date)

\_\_\_\_\_  
ASO Department

\_\_\_\_\_  
EDC Department

\_\_\_\_\_  
Admin Department

\_\_\_\_\_  
Head of Campus

Note:-

- Complete Form in all respect duly signed from all concerned departments should be submitted to Admin Department at least **02 Weeks** in advance.
- Official Tea (Tea, Biscuits), One Standee (2ft x5ft).