



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

DUNDIGAL – 500 043, HYDERABAD

## EVENT MANAGEMENT

<b>Event Title</b>	
<b>Event Date</b>	
<b>Event Time</b>	
<b>Event Location</b>	
<b>Organizing Department</b>	
<b>Purpose of Event</b>	
<b>Hosts</b>	
<b>Confirmed attendees</b>	
<b>Special Invitees</b>	
<b>Volunteers</b>	
<b>Program speakers</b>	
<b>Rental items (i.e. tent, stage, chairs, table, etc.)</b>	
<b>Catering</b>	
<b>Linens</b>	
<b>Audio / Video (A/V)</b>	
<b>Entertainment</b>	
<b>Photography</b>	
<b>Any other elements (i.e. webcasting, video, etc.)</b>	
<b>Transportation Requirement</b>	
<b>Gifts</b>	
<b>Special presentations</b>	
<b>Important phone numbers</b>	

Signature of HoD / Dean

Signature of Event Organiser

Signature of Principal