



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा

School of Planning and Architecture, Vijayawada

An Institute of National Importance, Ministry of Education, Govt. of India

SPAV Venue Allotment Request Form

The requirement of the venue needs to be intimated at least 2 days prior to the event

Venue (Tick the appropriate Location)	<input type="radio"/> Auditorium	<input type="radio"/> Board Room	<input type="radio"/> OAT
	<input type="radio"/> Conference Room	<input type="radio"/> Exhibition Hall	
Program Details			
Program Coordinator(s) with contact number			
Responsible person from Department for Coordination and Technical Assistance			
Dates of Engagement & Time			
Live Streaming Required	<input type="radio"/> Yes	<input type="radio"/> No	
Meeting Link Required (Online Session)	<input type="radio"/> Yes	<input type="radio"/> No	
Photography Required	<input type="radio"/> Yes	<input type="radio"/> No	
Video Recording	<input type="radio"/> Yes	<input type="radio"/> No	
Cultural Events organized	<input type="radio"/> Yes	<input type="radio"/> No	
Request Letter/Event Poster Attached	<input type="radio"/> Yes	<input type="radio"/> No	
Expected Occupancy/Approx no of attendees			
Financial Implication for external agencies			
Signature of the Program Co-ordinator			
Signature of the HoD/AR(Estt)/Registrar			
Allotment of IT personnel/resources (To be filled by IT Dept)	Responsibility	Person Allotted	Contact Number
	Stage/Podium Management		
	Photography		
	Videography		
	Stage Lighting		
	Audio Mixing		
	Live Streaming		
	Meeting Link Management		
	Air Conditioning		
UPS/Generator			
Signature of Tech.Officer			
Signature of JE (Electrical)			
Signature of the System Administrator			
Approval of Competent Authority			

Post Event Checklist

Responsibility Item	Name of the Person	Signature
Proper shutdown of Equipment		
AC Shutdown		
Room Keys Handover		
Website Upload		
Photos and Video Handover to team		