



**Madanapalle Institute of Technology & Science**  
**MITS IETE ISF FORUM**  
**Technical Event Form**



Name of the Event	
Type of the Event	Online/Offline
Date & Time	
Venue of the Event	
Target Audience	
Title of the Event	
Chief Guest Details	
Event Co-ordinator Details	
Event Co-Co ordinator Details	
Budget Details	

**Note:** This form need to submit along with Chief Guest bio data one month before the event date for approval.

**Event Co-ordinator**

**HoD/EEE**

**IETE Co-ordinator**

**List of files to be maintained when conducting Technical Event Under the MITS IETE ISF Forum:**

- 1.Approval letter (Hod & Principal)
- 2.Budget letter
- 3.Honararium letter
- 4.Brochure
- 5.Registration Form
- 6.Invitation letter to chief guest (email copy)
- 7.Accepted by chief guest (email copy)
- 8.Hall arrangement and booking
- 9.Transport arrangement
- 10.Food and Dining arrangement
- 11.Guest house arrangement
- 12.Agenda
- 13.Chief Guest bio data
- 14.Attendance sheet
- 15.Geo tag photos required
- 16.Feedback form
- 17.Appreciation letter to chief guest
- 18.Honorarium to chief guest (Get sign in Voucher)
- 19.Maintain Bills, Voucher to claim the amount.
- 20.Event Report to send VP admin and CC To: IETE coordinator.