

NSB World Business School

Event Requirements Requisition Form

Field	Description
Event Title	
Type of Event	<input type="checkbox"/> Academic <input type="checkbox"/> Cultural <input type="checkbox"/> Workshop <input type="checkbox"/> Guest Lecture <input type="checkbox"/> Club / Committee <input type="checkbox"/> Others: _____
Organized By	Faculty Coordinator: _____ Department / Club: _____
Date of Event	From: _____ To: _____ Time: _____ to _____
Expected No. of Participants	Students: _____ Faculty: _____ Guests: _____ Total: _____
Objective of the Event	
Venue Preference	<input type="checkbox"/> Seminar Hall <input type="checkbox"/> Auditorium <input type="checkbox"/> Classroom <input type="checkbox"/> Open Area <input type="checkbox"/> Board Room <input type="checkbox"/> Others: _____
Seating Arrangement	<input type="checkbox"/> Theatre <input type="checkbox"/> Round Table <input type="checkbox"/> Classroom <input type="checkbox"/> U-shape
Stage / Podium Setup	<input type="checkbox"/> Yes <input type="checkbox"/> No
Banner / Standee Display Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decoration Support Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sound System (Speakers / Mic)	<input type="checkbox"/> Wireless Mic () <input type="checkbox"/> Collar Mic () <input type="checkbox"/> Podium Mic () <input type="checkbox"/> Speakers () _____
Audio Operator Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Projector / LED Display	<input type="checkbox"/> Projector <input type="checkbox"/> LED Screen <input type="checkbox"/> Laptop Connection
Video Recording	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Duration: _____
Live Streaming / Online Link	<input type="checkbox"/> Yes <input type="checkbox"/> No
Internet / Wi-Fi Access	<input type="checkbox"/> Yes <input type="checkbox"/> No
IT Staff Support Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photography Required	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Duration: _____
Videography Required	<input type="checkbox"/> Yes <input type="checkbox"/> No

Field	Description
Drone Coverage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Media / PR Coverage	<input type="checkbox"/> Institutional Social Media <input type="checkbox"/> Press <input type="checkbox"/> Both
Photographer to be arranged by	<input type="checkbox"/> Event Team <input type="checkbox"/> Admin <input type="checkbox"/> External Vendor
Furniture (Tables, Chairs, Podium)	
Stationery / Banners / Certificates	
Refreshments / Water Arrangement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Security / Student Volunteers Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transport / Vehicle Requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No Vehicle Type: _____

Faculty In-Charge

Student Affairs

COO