



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)	☐ Auditorium	☐ Board Room	☐ OAT
	☐ Conference Room	☐ 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	☐ Yes	☐ No	
Meeting Link Required (Online Session)	☐ Yes	☐ No	
Photography Required	☐ Yes	☐ No	
Video Recording	☐ Yes	☐ No	
Cultural Events organized	☐ Yes	☐ No	
Request Letter/Event Poster Attached	☐ Yes	☐ 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		
Signature of Tech.Officer			
Signature of Security Incharge	Air Conditioning		
	UPS/Generator		
	Security Personnel allotted		
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		

Venue Responsibility Allocation:

S.No.	Venue	Allotted Person	Dates	Signature

Technical Officer:

System Administrator:

FIC-CC: