

PROJECT FILE FORMAT TEMPLATE

1.0 Cover page

2.0 Address letter

Letter addressed to the Registrar of the university in context of obtaining the approval of the head of administration for the related and concerning activities and/or event, copied through the President of the Students Union for the academic year.

3.0 Event/activity presentation

Presentation of the event as regards to past activities by a certain organization or external and/or internal body to the university.

4.0 Project file

4.1 Introduction

Introduction of tentative event and/or activities in context of the university curriculum and presentation under a specific society or club.

4.2 Description

4.2.1 Aims and purpose

Aims of the project and list of purposeful benefits of this activity and/or event to **campus students** (registered students to UOM) and staffs in both academic fields and extra-curricular.

4.2.2 Target audience

The primarily target audience of any event to be held on campus should be addressed to UOM registered students and secondary as specified by description.

4.3 Tentative details

The tentative details of the event/activities brief of the intended **day, time and venue** of the event.

4.4 Scheduling and proceedings

4.4.1 Details of activities

Full description and detail of sub activities or independent activities.

4.4.2 Time plan

A step by step schedule of the event/activity as intended (Tabular format with remarks or description stepwise). For long span activities – sorting of the activities firstly by part or days and secondly hour scheduling.

4.5 Planning

Sequence of the execution of events and respective activities.
Top view plan of the event – venue planning.

4.6 Guest(s) and invitation

List of invitation to be issued to guest of event. See protocol for Government Representative.

4.7 Sponsorship

Sought, through CSR, of profit making companies and organization for financial bore the event and expenditure of the activity.

4.8 Media coverage

Media coverage of the events – invitation letter need to be properly addressed for written and broadcast media medium as well as for live animation. Internal media could be communicated via internal email system or social networking.

4.9 Awards

Participation in sub activity or event of competitive type could be award by sponsorship.

4.10 Ceremony protocol

Official protocol need to be observed and mentioned beforehand when representative of government body or other organization is invited to honor the event.

4.11 Marketing strategies

Details of all mean and medium to be used for advertising and prompting the event – in beneficial perspective for prompting sponsors and the event.

5.0 Administrative procedures

5.1 Registrar

Request of approval for all below services from internal body or external.

5.2 ASRO

To issue all the administrative and business procedures post approval.

5.3 PRO

All observed protocol could be obtained from the PRO dept. and for external relationship.

5.4 Services Section

All materials, transportation and services facilities should be addressed to the Services Section and detail quantity and description of items.

5.5 Security Service

Any need for security should be addressed to the Chief Security and proper description of the security service required.

5.6 Health and Safety

All activities and event held on campus should be addressed to the H&S to ensure security and safety of students.

5.7 First Aid assistance

Any need for first aid should be addressed specially in case of heavy physical participation of students for the event/activity and if required external support could be sought.

5.8 Finance

All purchases and transaction or exchange in monetary value needs to be carried out by the Finance Section itself unless petty cash issued in return of original receipt.

5.9 CITS

Any assistance and support IT equipment related should be addressed to the Direction of the CITS/MIS and detail of list of equipment to be submitted beforehand.

5.10 Faculty

Resources to be borrowed from the faculty should be addressed to the Dean of faculty beforehand and present approval to Registrar for approval.

5.11 UOM press

Any press printing task not being outsourced could be addressed to the in-charge of UOM Press with all specification for printing.

5.12 Sports units

Equipment and items for external sports activity should be addressed to the Sports Officer with prior proper information on the availability of the items.

5.13 Out sourcing

Any task not in the capability of the students or any internal body. Please liaise with the Students Union and ASRO.

5.14 Sponsorship

Participation of non-UOM body in financial terms for any activity subjected to the approval of the Registrar.

5.15 Authorities

Permission to be sought with Government representative bodies and departments related to the event/activity on concerning and mandatory issues.

6.0 Estimated costing and listing

6.1 Equipment

List of all equipment and resources need to conduct the activities with respect to the departments for provisioning. The Services Section could be notified as well.

6.2 Items and Costing

List of all items and equipment required to conduct the activities not within the capability of UOM facilities with proper description and usage details and relative to quantity the overall costing.

7.0 Booking and registration forms

Sponsorships and participation form for any event/activity should be proposed with written terms and conditions for sponsorship and participation of related activity, subjected to approval of the Registrar and concerning departments.

8.0 Event publication and/or poster

Proposition and draft of any publication or advert related subjected to approval of related departments and bodies prior to final publication. Applicable for Newsletters and Magazine.