

Crucial steps to take

- A Professional project proposal
- Promotional Plan
- Execution with proper coordination

Follow This

- Refer the general toolkit and form a group to organize the event. with the project leader
- Prepare a project proposal with a brief logistic plan and get the approval. Update the fellow exco members accordingly and then execute.
- Obtain the confirmation letters from both internal and external vendors and obtain the payments accordingly.
- Get the approval on the creative content before publicizing them on respective social media platforms.
- If the team decided to have sponsorships, make sure to follow the ethics of documentation and execution during the process.

All the Above guidelines should be thoroughly checked with the patron and briefed among the members with updates. Approvals for each proposals and content should be done professionally through emails.

- Logistics should be arranged as per the requirement.
- Assign a person in charge and maintain the checklist to avoid any mishaps.
- Make sure to assign 1 - 2 volunteers in charge for the games area for each game.
- With the respective requirements, have a stall for Resolvers merchandise.
- Collect the bills on the expenses related to the event.
- Maintain the collaboration among plateaus and obtain advices from seniors would always enhance the success rate of the project.
- Always remember, we are RESOLVERS with the motive of providing unique experience for the society , make sure attributes are reflected well in the event.

Key Metrics

Promotion

Promotion activities should enhance the purpose of this project which is to enjoy the food and games while interacting with the peer groups to build up connections. Make sure to add the necessary creative components too.

Target

Increase the awareness on building new connections while enjoying the diversity in food

Check list for Kamuda project

- Finalized Project proposal
- Finalized Promotional Plan
- Creative content, including social media posts and posters
- Invitations and Thank you Note
- Chairs and a table for the Stalls
- Technical Requirements :
 - 1.Mics 2.Sound System
- Decor Items : LED lights
- Cleaning Area
- Categorized Garbage Bins