#### GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi-110032

F.No.6/1/1/10-UTCS(TS-II)/30886-3.753

Dated 10-11-2010

#### **CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. List of courses under "Basic Managerial Competence" is enclosed. A two days training course on "Basic Managerial Competence on Event Management" is an important course in the list. The Course will be held on 20-12-2010 to 21-12-2010

#### IMPORTANCE OF THE COURSE

Management of a successful event needs knowledge and background of the event, detailed planning, coordination and consultation process. Although comprehensive event planning and coordination process may guarantee problem-free event, some tips about necessary details, whether the event is a limited affair or a mass event may enhance ability to effectively conduct the event. Since so many details are required to be observed for a successful event it is obvious that it needs a coordinated team work.

#### TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, public sector undertakings and, required to hold small and associate with big events. The Course would be useful to all lower level/middle level functionaries. Training Module/Learning Units are enclosed.

#### OBJECTIVES OF THE COURSE

At the end of the Course, the participants will be able to:

- 1. Explain categorization of various events.
- 2. List points and steps needed for planning/preparing/coordinating for holding an event.
- 3. Elaborate needed aspects of successful conduct of event.
- 4. Describe important official formalities associated with events.

#### CONTENTS OF THE COURSE

- 1. Types of Main Events An Overview.
- 2. Coordinating/Planning/Preparing for the Events Involving Public.
- 3. Coordinating/Planning/Preparing for the Event Involving Limited People
- 4. Conducting the Event.
- 5. Conclusion of the Event.
- Some Important Aspects.

## METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Event Management. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

## NOMINATIONS FOR THE COURSE

- 1. The Course envisages class strength of 40 participants.
- Nominations shall be accepted on first-come-first-serve basis.
- 3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 13-12-2010.
- 4. Nominations received after 13-12-2010 may not be entertained.
- 5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

#### OTHER INSTRUCTIONS

- i. Participants are expected to come prepared with basic information on the course subject.
- 2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
- Participants are expected to observe punctuality and regularity.

4. Participants are expected to keep their mobile phones on silent mode during the training sessions.

5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.

6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.

7. Participants may contact the undersigned for any information / clarification on training

course.

Contact/correspondence may be made on Phone Nos. 22303843 & Mobile No. 9810852945 Fax No. 22308556 and through email address adtrg2utcs.delhi@nic.in or

dutes@nic.in.

8.

(CATHERINE MATHAI) Assistant Director - II (Trg.) Tel. No. 22303843

F.No.6/1/1/10-UTCS(TS-II)/ 30586 - 30753

Dated > -11-2010

#### Copy for information to:

- 1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
- 2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
- 3. PA to Spl. Secretary-cum-Spl. Director (Trg.), UTCS, Shahdara, Delhi.

4. Estate Officer for uploading on the WEBSITE of the Department.

(CATHERINE MATHAI)
Assistant Director - II (Trg.)
Tel. No. 22393843

## TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN EVENT MANAGEMENT

N. Cale Dealegra of Courses	Basic Managerial Competence				
Name of the Package of Courses	Two days (20th December to 21st December, 2010)				
Duration of the Course	08 (Eight)				
Number of Sessions	75 minutes each				
Duration of Sessions	) 3 Aminutes caos:				
Training Branch	Ms. Catherine Mathai, Assistant Director(Trg.)				
Name of Course Coordinator					
Sessions	Topics				
Session – I 10,00 am- 11.15am	Types of Main Events - An Overview				
10.00 ani- 11.13am	Tea				
Session - II	Types of Main Events				
11.30 am-12.45pm					
	Lunch				
Session – III	Coordinating / Planning / Preparing for the Events				
01.45pm- 3.00pm	Involving Public				
	Tea				
Session - IV	Coordinating / Planning / Preparing for the Events				
03.15pm- 04.30pm	Involving Public				
Session – V	Coordinating / Planning / Preparing for the Event				
10.00 am- 11.15am	Involving Limited People				
	Tea				
Session - VI	Conducting the Event				
11.30 am-12.45pm					
	Lunch				
Session – VII	Conclusion of the Event				
01.45pm- 3.00pm	,				
	Tea				
Session – VIII	Some Important Aspects				
03.15pm- 04.30pm	•				

# LEARNING UNITS OF TRAINING SESSIONS ON BASIC MANAGERIAL COMPETENCE IN EVENT MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence			
Duration of the (		Two days (20th December to 21st December 21			
		16. T	2010)	)	
Number of Sessi	ons :		08 (Eight	<u> </u>	
Training Branch			II	Mothoi	
Name of Course	Coordinator		Ms. Catherine l		
		<u> </u>	Assistant Dir		
Enabling	Contents & Sequence	Method	Training	Performance Aid	
Objectives		of	Material	1	
<b>J</b>		Training	and aid	<u> </u>	
Session - I	Overview				
(Part -I)			- B · 1		
Definition and	Define event	Lecture	Power Point		
categorization	Categorize events		Presentation		
Ü	International Events	. Xi			
(30 Minutes)	National Events				
	State Events				
	Social Events		ļ		
	Religious Events				
	Other Events				
	- Political Events	34	Ì		
	- Academic Events	: '::		ļ.	
	- Business Events	1 A A A A A A A A A A A A A A A A A A A			
	- Sports Events	100			
	- Cultural Events			1	
: 	Family Events				
Session – I   Part -II	Types of Main Events	(4) 1 Per			
Background	Organized by the Central	Lecture	Handouis	•	
& Necessity of					
important	and General Public)	91.50		•	
Events	i o cth		Ì		
İ	- 26 <sup>th</sup> January			•	
(45 Minutes)	- 15 <sup>th</sup> August			1 .	
	- 30 <sup>th</sup> January	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	- Trade Fairs		Ì		
1	- International meets				
	- International Sports			1	
:	Facilitated by the Central		1		
	Government (Involving masses			·	
	and General Public)		ļ		
	- Haj				
Session - II	Types of Main Events	<u> </u>	<u>.</u>		
Knowledge	Organized by the State	Lecture	Handouts	Norms fo	
ef	Government (Involving masses and	1	ļ	National	
Background	general public)			Anthem an	
& Necessity	- 26 <sup>th</sup> January	1000		National Son	
of the Event	- 15 <sup>th</sup> August			shall	
1	- Ceremonies		ļ 	supplied	
(75 Minutes)	- Exhibitions	1		ļ	
	- Cultural Shows		İ		
	- Melas			·	
	- Polio Immunization		İ		
i	Organized by the State				
	Government (Involving limited	;	Ì	1	
	guests)	1 .			
i	- Seminars				
	- Workshops				
	- Meetings		1		
İ	- Conferences	1.0			
	I was street at the Charles	1 114	ŀ	1	
·	Facilitated by the State Government (Involving masses an	1.45	•	1	

- Heig - Kanwar Seva		· · · · · · · · · · · · · · · · · · ·	•		
Chair Pija Nirankori Mela etc.  Session - III Coordinating/ Planning/Preparing for the Events Involving Public Knowledge of Basic Points to be observed (75 Minutes)  For Organizing the Event Presentation - Preliminary points - Type of event and its place - Fund requirement - Services requirements - Staff requirements - Staff requirements - Staff requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Protocol requirements - Security requirements - Protocol requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Security requirements - Security requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Security requirements - Publicity Requirements - Publicity Assistance requirements - Publicity Security requirements - Publicity Security Preparing for the Event Involving Public  Knowledge of Necessary Points to be observed - Preliminary points - Type of event and visitors - Publicity and Avisitors - Publicity and Avisitors - Publicity and Advisories - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements		1		: .	1.
Session – III Coordinating/ Planning/Preparing for the Events Involving Public Knowledge of Basic Polists to the boserved (75 Minutes)  For Organizing the Event Preliminary points – Type of event and its place Publicity Requirement Staff requirement Staff requirements - Staff requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Traffic control requirements - Traffic control requirements - Security requirements - Security requirements - Security requirements - Security requirements - Help desk requirements - Samitation requirements - Help desk requirements - Samitation requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Preliminary points – Type of event and visitors - Public planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points – Type of event and participants - Programme scheduling - Seating arrangements - Medic Planning - Public conveniences - Supervision of work of outsource agencies - For Facilitating the Event - Preliminary points – Type of event and participants - Publicity pand Advisories - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating drinking water & refershment arrangements - Coordinating drinking water & refershment arrangements - Coordinating Law and Order	ļ	•			
Session — III Coordinating/ Planning/Preparing for the Events Involving Public Knowledge of Basic Points to be observed (75 Minutes)  For Organizing the Event - Preliminary points — Type of event and its place - Fund requirement - Staff requirement - Staff requirements - Sundry requirements - Sundry requirements - Publicity Requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Security requirements - Publicity Requirements - Security requirements - Security requirements - Medical aid requirements - Medical aid requirements - Security requirements - Help desk requirements - Sanitation requirements - Sanitation requirements - Public Assistance requirements - Sanitation requirements - Public Assistance requirements - Public Assistance requirements - Protocol requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Planning Preparing for the Event Involving Public - Preliminary points — Type of event and visitors - Publicity planning - Public conveniences - Supervision of work of outsource agencies - For Facilitating the Event - Preliminary points — Type of event and participants - Public conveniences - Supervision of work of outsource agencies - For Facilitating the Event - Preliminary points — Type of event and participants - Public conveniences - Supervision of work of outsource agencies - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating Ariaking water & refershment arrangements - Coordinating Ariaking water & refershment arrangements - Coordinating Ariaking water & refershment arrangements - Coordinating Ariaking water & refershment arrangements - Coordinating Ariaking water & refershment arrangements		7			
for the Events Involving Public Knowledge of Basic Points to be observed (75 Minutes)  For Preliminary points — Type of event and its place — Fund requirement — Staff requirements — Publicity Requirements — Publicity Requirements — Preliminary points — Type of event and its place — Publicity Requirements — Preliminary points — Type of event and its place — Publicity Requirements — Preliminary points — Type of event and its place — Publicity Requirements — Transport/motorcade requirements — Preliminary points — Type of event and its place — Publicity Requirements — Utsourcing of tent/seating requirements — Transfic control requirements — Security requirements — Security requirements — Help desk requirements — Senting rangements — Publicity and public  Knowledge of Necessary Points to be observed — Preliminary points — Type of event and visitors — Publicity planning — Selection of artists — Publicity planning — Selection of artists — Popramme scheduling — Seating arrangements — Media Planning — Publicity planning — Selection of artists — Preliminary points — Type of event and visitors — Preliminary points — Type of event and visitors — Preliminary points — Type of event and participants — Publicity and Advisories — Coordinating transport arrangement — Coordinating transport arrangement — Coordinating transport arrangements — Coordinating transport arrangements — Coordinating transport arrangements — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order — Coordinating taw and Order		- Nirankari Mela etc			
For Organizing the Event Of Basic Points to be observed (75 Minutes)  For Organizing the Event Organizing organizing organizing Organizing	Session - III	Coordinating/ Planning/Preparing	<b>or</b>		
Knowledge of Basic Points to be observed  (75 Minutes)  For Organizing the Event Preliminary points — Type of event and its place - Fund requirement - Services requirements - Staff requirements - Logistic requirements - Publicity Requirements - Protocol requirements - Medical aid requirements - Protocol requirements - Medical aid requirements - Security requirements - Protocol requirements - Publicity Requirements - Publicity Requirements - Protocol requirements - Medical aid requirements - Security requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Security requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Security requirements - Security requirements - Traffic control requirements - Security requirements - Security requirements - Public desk requirements - Public desk requirements - Public desk requirements - Public desk requirements - Publicity Remaining - Preparing for the Event Involving Public - Preliminary points — Type of event and visitors - Publicity planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport - Coordinating transport -		for the Events Involving Public	<b>•</b> [	• •	
of Basic Points to be observed (75 Minutes)  Preliminary points — Type of event and its place - Fund requirement - Staff requirements - Staff requirements - Staff requirements - Sundry requirements - Publicity Requirements - Protocol requirements - Medical aid requirements - Protocol requirements - Protocol requirements - Protocol requirements - Preliminary points — Type of event and its place - Publicity Requirements - Traffic control requirements - Understand Requirements - Traffic control requirements - Security requirements - Traffic control requirements - Security requirements - Traffic control requirements - Security requirements - Security requirements - Security requirements - Publicity and requirements - Publicity and requirements - Publicity planning - Selection of artists - Preliminary points — Type of event and visitors - Preliminary points — Type of event and visitors - Stage arrangements - Programme scheduling - Seating arrangements - Programme scheduling - Seating arrangements - Programme scheduling - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating traffic control arrangement - Coordinating traffic control arrangement - Coordinating traffic control arrangement - Coordinating twa and Order	Knowledge			` <u> </u>	·   · · · · · · · · · · · · · · · · · ·
Points to be observed (75 Minutes)  - Preliminary points — Type of event and its place - Fund requirement - Services requirement - Staff requirements - Staff requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Preliminary points — Type of event and its place - Publicity Requirements - Preliminary points — Type of event and its place - Publicity Requirements - Traffic control requirements - Traffic control requirements - Security requirements - Traffic control requirements - Security requirements - Security requirements - Security requirements - Security requirements - Security requirements - Security requirements - Security requirements - Security requirements - Security requirements - Security requirements - Public statement requirements - Public statement requirements - Public statement requirements - Public statement requirements - Public statement requirements - Publicity and requirements - Programme scheduling - Seating arrangements		For Organizing the Event	Lecture		
Observed (75 Minutes)  - Fund requirement - Staff requirement - Staff requirements - Sundry requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Medical aid requirements - Medical aid requirements - Protecol requirements - Preliminary points — Type of event and its place - Publicity Requirements - Preliminary points — Type of event and its place - Publicity Requirements - Traffic control requirements - Medical aid requirements - Traffic control requirements - Medical aid requirements - Security requirements - Traffic control requirements - Security requirements - Security requirements - Security requirements - Public Assistance requirements - Public Assistance requirements - Publicity and requirements - Presentation - Preliminary points — Type of event and visitors - Publicity planning - Selection of arists - Parking arrangements - Parking arrangements - Parking arrangements - Parking arrangements - Programme scheduling - Seating arrangements - Performance search - Preliminary points — Type of event and participents - Publicity and Advisories - Coordinating transport - Advisories - Coordinating transport - Coordinating Traffic control - Transgement - Coordinating Traffic control - Coordinating Traffic control - Coordinating Traffic control - Coordinating Traffic control - Coordinating Traffic control - Coordinating Traffic control - Transgements - Coordinating Traffic control - Coordinating Traffic control - Transgements - Coordinating Traffic control - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements - Coordinating Traffic control - Transgements -	t .	- Preliminary points - Type of		Presentation	F
- Services requirement - Staff requirement - Staff requirements - Sundry requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Security requirements - Public Assistance requirements - Bublic Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Planning Preparing for the Event Involving Public  Knowledge of Necessary Points to be observed - Preliminary points — Type of event and visitors - Publicity planning - Public on artists - Programme scheduling - Seating arrangements - Stage arrangements - Beating arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies - Supervision of work of outsource agencies - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating Traffic control arrangement - Coordinating Traffic control arrangement - Coordinating Law and Order	observed	event and its place			be supplied
- Staff requirements - Logistic requirements - Publicity Requirements - Publicity Requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Preliminary points — Type of event and its place - Publicity Requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Publicity Requirements - Traffic control requirements - Medical aid requirements - Security requirements - Help desk requirements - Help desk requirements - Sanitation requirements - Help desk requirements - Sanitation requirements - Public Assistance requirements - Public Revent Involving Public  Knowledge of Necessary Points to be observed - Preliminary points — Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Medical Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating transport arrangements - Coordinating Law and Order	<b>;</b>			İ	
- Logistic requirements - Sundry requirements - Publicity Requirements - Transport/motoreade requirements - Medical aid requirements - Protocol requirements - Protocol requirements - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Security requirements - Medical aid requirements - Security requirements - Security requirements - Security requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public or requirements - Preliminary points — Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Parking arrangements - Supervision of work of oursource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Public conveniences - Supervision of work of oursource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	(75 Minutes)				
- Sundry requirements - Publicity Requirements - Transport/motorcade requirements - Medical aid requirements - Protocol requirements - Protocol requirements - Protocol requirements - Protocol requirements - Preliminary points — Type of cevent and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Security requirements - Security requirements - Session — IV  Coordinating/ Planning/ Preparing for the Event Involving Public  Knowledge of Necessary Public Assistance requirements - Public Planning - Public Planning - Preliminary points — Type of cevent and visitors - Programme scheduling - Seating arrangements - Programme scheduling - Seating arrangements - Preliminary points — Type of cevent and participants - Preliminary points — Type of cevent and participants - Preliminary points — Type of cevent and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangement - Coordinating Law and Order	<u> </u>				
- Publicity Requirements - Transport/motorcade requirements - Medical aid requirements - Protocol requirements - Protocol requirements - Preliminary points - Type of event and its place - Publicity Requirements - Medical aid requirements - Outsourcing of tent/seating requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Security requirements - Medical aid requirements - Security requirements - Help desk requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Preliminary points - Type of event and visitors - Pablicity planning - Selection of artists - Programme scheduling - Seating arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangement - Coordinating Law and Order			,		İ
- Transport/motorcade requirements - Medical aid requirements - Protocol requirements - Protocol requirements - Security requirements - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Medical aid requirements - Security requirements - Help desk requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Presentation - Preliminary points — Type of event and visitors - Publicity planning - Sediction of artists - Programme scheduling - Seating arrangements - Media Planning - Seating arrangements - Stage arrangements - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating Traffic control arrangement - Coordinating Law and Order	•		`		
requirements - Medical aid requirements - Protocol requirements - Security requirements - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Security requirements - Security requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Organizing the Event - Preliminary points — Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating Law and Order				:	
- Medical aid requirements - Protocol requirements - Security requirements - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Help desk requirements - Help desk requirements - Sanitation requirements - Public Assistance requirements - Public Assistance requirements - Preliminary points — Type of event and visitors - Publicity planning - Seating arrangements - Preliminary points — Type of event and visitors - Publicity planning - Seating arrangements - Parking arrangements - Parking arrangements - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating Traffic control arrangements - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					
- Protocol requirements - Security requirements - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/scating requirements - Outsourcing of tent/scating requirements - Medical aid requirements - Medical aid requirements - Medical aid requirements - Help desk requirements - Help desk requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Preliminary Polnts — Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating Taffic control arrangements - Coordinating Law and Order			1		
- Security requirements  For Facilitating the Event  - Preliminary points — Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Medical aid requirements - Security requirements - Medical aid requirements - Help desk requirements - Help desk requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Preliminary points — Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Medic Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating transport arrangement - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating transport arrangements - Coordinating tall Advisories - Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements - Coordinating tall Coordinating transport arrangements		- Protocol requirements		.	
- Preliminary points - Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Help desk requirements - Help desk requirements - Hubic Assistance requirements - Public Assistance requirements - Public Assistance requirements - Preliminary points - Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating traffic control arrangement - Coordinating Traffic control arrangement - Coordinating Law and Order					1.
- Preliminary points - Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Medical aid requirements - Security requirements - Security requirements - Help desk requirements - Help desk requirements - Hubic Assistance requirements - Public Assistance requirements - Public Assistance requirements - Preliminary points - Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating traffic control arrangement - Coordinating Traffic control arrangement - Coordinating Law and Order		For Frailitation at F		i	
cevent and its place  Publicity Requirements  Outsourcing of tent/seating requirements  Traffic control requirements  Medical aid requirements  Security requirements  Tent/Catering requirements  Help desk requirements  Sanitation requirements  Public Assistance requirements  Public Assistance requirements  Preliminary points — Type of event and visitors  Publicity planning  Selection of artists  Programme scheduling  Seating arrangements  Stage arrangements  Media Planning  Public conveniences  Supervision of work of outsource agencies  For Facilitating the Event  Preliminary points — Type of event and participants  Publicity and Advisories  Coordinating traffic control arrangement  Coordinating traffic control arrangement  Coordinating drinking water & refreshment arrangements  Coordinating Law and Order		For Facilitating the Event		'	
cevent and its place  Publicity Requirements  Outsourcing of tent/seating requirements  Traffic control requirements  Medical aid requirements  Security requirements  Tent/Catering requirements  Help desk requirements  Sanitation requirements  Public Assistance requirements  Public Assistance requirements  Preliminary points — Type of event and visitors  Publicity planning  Selection of artists  Programme scheduling  Seating arrangements  Stage arrangements  Media Planning  Public conveniences  Supervision of work of outsource agencies  For Facilitating the Event  Preliminary points — Type of event and participants  Publicity and Advisories  Coordinating traffic control arrangement  Coordinating traffic control arrangement  Coordinating drinking water & refreshment arrangements  Coordinating Law and Order		- Preliminary points - Type of		· 	Ì
- Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Security requirements - Tent/Catering requirements - Help desk requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Preliminary Preparing for the Event Involving Public  For Organizing the Event - Preliminary points - Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating transport arrangements - Coordinating frinking water & refreshment arrangements - Coordinating Law and Order		event and its place			
requirements  Traffic control requirements  Medical aid requirements  Security requirements  Tent/Catering requirements  Help desk requirements  Senitation requirements  Public Assistance requirements  Public Assistance requirements  Preliminary points — Type of event and visitors  Problection of artists  Programme scheduling  Seating arrangements  Stage arrangements  Parking arrangements  Medical Planning/ Preparing for the Event   Power Point   Presentation   Prese					
- Traffic control requirements - Medical aid requirements - Security requirements - Security requirements - Tent/Catering requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Planning/Preparing for the Event Involving Public - Preliminary points — Type of event and visitors - Publicity planning - Sealection of artists - Programme scheduling - Seating arrangements - Parking arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - United Planning - Public conveniences - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					
- Medical aid requirements - Security requirements - Tent/Catering requirements - Help desk requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Preliminary Planning Preparing for the Event proposed of the Event presentation recessary points to be observed - Preliminary points - Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating traffic control arrangement - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					
- Security requirements - Tent/Catering requirements - Help desk requirements - Sanitation requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements - Preliminary Planning / Preparing for the Event Involving Public  Knowledge of Necessary Points to be observed - Preliminary points - Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		- Traffic control requirements			
- Tent/Catering requirements - Help desk requirements - Sanitation requirements - Public Assistance requirements - Public Assistance requirements  For Organizing the Event - Preliminary points – Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Stage arrangements - Stage arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		- Medical and requirements		İ	
- Help desk requirements - Sanitation requirements - Public Assistance requirements - Public Assistance requirements - Public Assistance requirements  For Organizing the Event - Preliminary points – Type of event and visitors - Publicity planning - Seating arrangements - Parking arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating traffic control arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		- Tent/Catering requirements	:		
- Sanitation requirements - Public Assistance requirements  Coordinating/ Planning/ Preparing for the Event Involving Public  Knowledge of Necessary Points to be observed  - Preliminary points - Type of event and visitors - Publicity planning - Selection of artists - Parking arrangements - Parking arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event  - Preliminary points - Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	!	- Help desk requirements			
- Public Assistance requirements  Session – IV  Coordinating/ Planning/ Preparing for the Event Involving Public  Knowledge of Necessary Points to be observed  - Preliminary points — Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating traffic control arrangements - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					
Coordinating/Planning/Preparing for the Event Involving Public		- Public Assistance requirements			
for the Event Involving Public  Knowledge of Necessary Points to be observed  Preliminary points — Type of event and visitors  Programme scheduling  Selection of artists  Programme scheduling  Seating arrangements  Parking arrangements  Media Planning  Public conveniences  Supervision of work of outsource agencies  For Facilitating the Event  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points to be supplied  Presentation necessary points necessary points to be supplied  Presentation necessary points	Coming TX7				
Knowledge of Necessary Points to be observed  755 Minutes  For Organizing the Event  Preliminary points — Type of event and visitors  Publicity planning  Selection of artists  Programme scheduling  Seating arrangements  Stage arrangements  Parking arrangements  Media Planning  Public conveniences  Supervision of work of outsource agencies  For Facilitating the Event  Preliminary points — Type of event and participants  Publicity and Advisories  Coordinating transport arrangements  Coordinating Traffic control arrangements  Coordinating drinking water & refreshment arrangements  Coordinating Law and Order	362210H ~ I A	for the Event Involving Public			
of Necessary Points to be observed  - Preliminary points – Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event  - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					
Preliminary points – Type of event and visitors  Publicity planning Selection of artists Programme scheduling Seating arrangements Parking arrangements Media Planning Public conveniences Supervision of work of outsource agencies  For Facilitating the Event  Preliminary points – Type of event and participants Publicity and Advisories Coordinating transport arrangements Coordinating Traffic control arrangements Coordinating drinking water & refreshment arrangements Coordinating Law and Order	Knowledge	For Organizing the Event	Lecture	Power Point	Checklist of
event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		- Preliminary points - Tyme of		Presentation	necessary points
- Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					to be supplied
- Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	observed				
- Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	(75 Minutes)			.	
- Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	,	- Programme scheduling			
- Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	1	- Seating arrangements		¦ .	ļ
- Media Planning - Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		- Stage arrangements			
- Public conveniences - Supervision of work of outsource agencies  For Facilitating the Event  - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					
- Supervision of work of outsource agencies  For Facilitating the Event  - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	1				
agencies  For Facilitating the Event  - Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	. 1			Ì	
- Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	1	agencies			
- Preliminary points — Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		Tow Positive Co. 17		•	
event and participants  - Publicity and Advisories  - Coordinating transport arrangement  - Coordinating Traffic control arrangements  - Coordinating drinking water & refreshment arrangements  - Coordinating Law and Order		or racintating the Event			
event and participants  - Publicity and Advisories  - Coordinating transport arrangement  - Coordinating Traffic control arrangements  - Coordinating drinking water & refreshment arrangements  - Coordinating Law and Order	į	- Preliminary points - Type of		j	i
- Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		event and participants	į	į	į
arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order		- Publicity and Advisories	İ	ļ	· į
- Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order				. !	
arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order	ļ				į
- Coordinating drinking water & refreshment arrangements - Coordinating Law and Order					[
refreshment arrangements - Coordinating Law and Order			ļ		I
- Coordinating Law and Order	ſ	refreshment arrangements		ļ	
arrangements		- Coordinating Law and Order			 
		arrangements		· j	!

			·	
<u></u>	- Coordinating medical aid			
**.	arrangements.			
İ	- Coordinating media arrangements	1 :		
	- Coordinating public assistance	1.5		
	amangements	19	ļ	
	- Coordination with outsource	1. [	(	
	agencies			
Session - V				
Session - v	Coordinating/Planning/Preparing			
	for the Event Involving Limited.			
	People			
		19.1		
Knowledge	- Invitation	Lecture	Power Point	Important tips
of Basic	! - Dress Code	110000	Presentation	on text of
Points			1 i CSCHIAHOH	
	- Appointment of Event Manager	. :		invitation cards,
(75 Minutes)	- Programme details			working out
i	_ Dining plans	1.00		programme
	1 - Selection of Master of Ceremony,	1::		details to be
	Anchor, Compare, Moderator,			supplied.
	Speaker etc.,			оприжес.
	- Rehearsals			
				·
1	- Awards, Certificates etc.,			
r	- Media enclosure and sound bite			
:	spots	- 1		
	Recording of programme	,		
	proceedings	, , , , , , , , , , , , , , , , , , ,		
	parocoodings			
Session - VI	Conducting the Event	5.1.1		
Knowledge	Formal Official Events	Lecture	Power Point	Important tips
	i ·	Lecture		1 7
of Necessary	- Escorting VIPs/Special Guests		Presentation	for Welcome
Points		1	J	address, Vote of
	and Arrival Formalities	177.5	i.	
(75 Minutes)	and Arrival Formalities  - Welcome Address		j.	
			j.	Thanks etc., to
	- Welcome Address - Introduction Formalities	7.5 ( 7.5 ) 7.6 ( 7.6 ) 7.7 ( 7.7 )	j.	
	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor,		j. 	Thanks etc., to
	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker,			Thanks etc., to
	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor,</li> <li>Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> </ul>			Thanks etc., to
	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor,</li> <li>Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor,</li> <li>Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor,</li> <li>Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests</li> <li>and Arrival formalities</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> </ul>			Thanks etc., to
	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> </ul>			Thanks etc., to
(75 Minutes)	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> <li>Thanking Public</li> </ul>			Thanks etc., to
(75 Minutes)  Session –VII	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> <li>Thanking Public</li> </ul> Conclusion of the Event			Thanks etc., to be given
(75 Minutes)  Session -VII Knowledge	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> <li>Thanking Public</li> <li>Conclusion of the Event</li> <li>Handing over of place of event</li> </ul>	Lecture		Thanks etc., to
(75 Minutes)  Session -VII	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> <li>Thanking Public</li> </ul> Conclusion of the Event			Thanks etc., to be given
(75 Minutes)  Session -VII Knowledge	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> <li>Thanking Public</li> </ul> Conclusion of the Event <ul> <li>Handing over of place of event</li> <li>Cicanliness of the place of event</li> </ul>			Case of complaints after
Session -VII Knowledge of Necessary Points to be	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Handing over of place of event - Cicanliness of the place of event			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed	<ul> <li>Welcome Address</li> <li>Introduction Formalities</li> <li>Master of Ceremony, Anchor, Moderator, Speaker,</li> <li>Starting Program Proceedings</li> <li>Vote of Thanks</li> <li>Departure Formalities</li> <li>Fairs/Exhibitions/Cultural shows.</li> <li>Escorting VIPs/Special Guests and Arrival formalities</li> <li>Welcome Address</li> <li>Entry and Exit points for public</li> <li>Public announcement systems</li> <li>Distribution of pamphlets on the Event.</li> <li>Departure formalities for VIPs</li> <li>Thanking Public</li> <li>Conclusion of the Event</li> <li>Cicanliness of the place of event</li> <li>Collection of official property and records from the place of event</li> </ul>			Case of complaints after
Session -VII Knowledge of Necessary Points to be	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities  Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities  Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed (75 Minutes)  Session -VIII	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cleanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event Some Important Aspects			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed (75 Minutes)  Session -VIII Reminder of	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Handing over of place of event - Cicanliness of the place of event - Cicanliness of the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event  Some Important Aspects Formal Official Events			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed (75 Minutes)  Session -VIII Reminder of crucial	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event  Some Important Aspects Formal Official Events - Motorcade planning			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed (75 Minutes)  Session -VIII Reminder of crucial aspects of	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event Some Important Aspects Formal Official Events - Motorcade planning - Warrant of precedence			Case of complaints after the event would
Session -VII Knowledge of Necessary Points to be observed (75 Minutes)  Session -VIII Reminder of crucial	- Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event Departure formalities for VIPs - Thanking Public  Conclusion of the Event - Cicanliness of the place of event - Cicanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event  Some Important Aspects Formal Official Events - Motorcade planning			Case of complaints after the event would

# EIODATA FORM [For Empioyees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress:

Course Code:

Date of Training Programme :

		Tick mark (√) the appropriate box)
p0%.		
1	(As por Service Book)	First
İ		Middle
:		Last
7 32 	Designation	
. 03.	Service Cadra	IAS   DANICS   DASS   Accounts
		Medical □ ENGG. □ Teaching □ Others □
	Name of the Department/Organisation	
Q5.	Category of	Delhi Govt. □ □ Local Body □
	Dept/Organisation	Autonomous Body PSU DOTHERS DOTHERS
Ú3.	Empicyee Code (If any)	
P.07.	Date of Birth	DD MM TTT YYYY
[ 68. ]	Sex \	
, 55.		Male □ Female □
€39	Category	
		UR D SC D ST DOBC D Other D PL Specify
[75.]	Educational Qualification	
!	[Highest qualification]	Middle ☐ Metric ☐ Inter ☐ Graduate ☐
		P.Grad
	Professional Technical dualification	
12.	Date of joining the Service	DD MM TT YYYY
13.	Pay Band & Grade Pay	
11÷.	Details of trainings	
	attended in the past in	
:	the Directorate of Training, UTCS/Other	
	Training, UTCS/Other Institutes	
15.	Contact Number	Office Personal
L		
	•	Cianabase
		Signature

Signature_				 	
		2			
Date :	•		٠.		