**VNR Seeds Pvt Ltd Date:**

**Corporate Centre, Canal Road Crossing,**

**Ring Road No.1, Raipur**

 **Pre Event Check List**

 ***PRIMERY INFORMATION***

* **Event Type**

A. Training (Dept) B. Sales Meeting

C. Organizer Meet D. Long Service Award

 E. C.D.M. F. Business Review Meeting

G. Dealer/Distributor Meet

H. Other then above mentioned…………………………….

* **Event Date & Time**

Date :……../……../……….

Start Time :………… Wrap up Time :…………..

* **Total No. of Participants**

A. Employee (Count) B. Organizer (Count)

C. Dealer/Distributor (Count)D. H.O.D. (Count)

E. Other (Count)

* **Requirement for the Participant**

A. Gift (Count) B. Mementos (Count)

C. Bouquet (Count) D. Any other……………………………

* **Seating Arrangement**

A. Cluster B. U-Shape

C. Theatre D. Classroom

E. Square F. Mix (Cluster & Theatre)

G. Other then above mentioned…………………………….

* **Food Required for the Event**

A. Veg Lunch B. Non-Veg Lunch

C. Cocktail Dinner D. Hi-Tea

E. Lunch - Veg/Non-veg with 2times Tea/Coffee/Cookies (If Training/Meeting)

* **Venue for the Event**

*List of Hotels to accommodate the participants*

A.

B.

C.

D.

* **Spokesperson/Chief Guest/Trainer**

A. Name :

B: Requirement : \* Pickup & Drop (Airport/Railway/Bus Stand)

 \* Bouquet \* Gift

 \* Accommodation

* **Requirement of Event**

A. Audio B. LED C. Projector

D. Screen E. Pointer G. Standee

H. Flex I. Stage (Size) J. Anchor

K. Dancer L. Singer M. Hostess

N. Lamp O. Name Card in Table

* **Logistics**

A. Pick-up & Drop (For Participants) (Airport/Railway/Bus Stand)

B. Pick-up & Drop from Home (Local)

C. Facility Visit

D. Tea/Coffee/Lunch at Facility (Mentioned where what required)

* **Invitation Mode**

A. Email B. Card

C. Other then above specify……………………………..

***PLANNING***

* **Check the required Hotel for availability as per our dates & Event type & ask for the quotations : (L1,L2,L3,L4) (Quotation attached with Contact)**

 A.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 D.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Vehicle requirement as per the participants count**

A. Innova, Crysta, Ertiga (6 person in each vehicle)

B. Swift, Brezza, other hatchback (3 person in each vehicle)

* **Event Organizer Vendor** (List of vendor & ask for quotation as per event)

**(Quotation attached with contact number)**

A.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Event Team Internal**

A. Prepare the Agenda for the event **(Attached)**

B. Check for required team count as per the Event **(Attached)**

C. Final the volunteers for the event with approval of HOD

D. Volunteer for Field Visit **(Attached)**

E. Volunteer for Stage coordination **(Attached)**

F. Volunteer for Participants coordination (Seating & Sequence wise)

G. Volunteer for gift distribution **(Attached)**

H. Volunteer for Lunch/Dinner **(Attached)**

***EXECUTION***

* **Final the Hotel with discussion as per our requirement**

A…………………………………………………………………………………………

* **Final the Event planner with discussion as per our requirement**

A………………………………………………………………………………………..

* **Final the Vehicle vendor and number of vehicles**

A. Pick-up (Airport) (Count) B. Pick-up (Railway) (Count)

C. Pick-up (Bus Stand) (Count) D. Drop (Airport) (Count)

E. Drop (Railway) (Count) F. Drop (Bus Stand) (Count)

* **Check the below listed work completed/done before the Event**

A. All gift/memento must be in the Hotel before Event