INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY - 400 076
SECURITY SECTION

Checklist for planning any major official / students’ event

(IIT Department/Section/Official Function)

Date ____________________________

1. Name of Event ____________________________.

2. Date of Event ____________________________.

3. Time of Event ____________________________.

4. Location of Event ____________________________.

5. Organising Department ____________________________.

6. No. of Participants ____________________________.

7. Category of Participants (IIT Residents, Students, Faculty, Staff or outsiders) ____________________________.

Are the guests/any of the participants a prominent public figure(s) and should be treated as VIP/Estate guest/High level of security cover individual etc.

8. Mode of transport for outside participants attending event (Bus/Cabs etc) ____________________________.

9. Whether outside participant/guest informed regarding parking arrangements (Yes/No) ____________________________.

10. Whether parking for outside participants arranged inside campus – Yes/No __________.

11. If yes, which parking area (in consultation with Security Section), allotted to outside participants ____________________________.

12. Draft mail to be sent to campus residents. If there is change in traffic arrangement/Normal Campus Life/Instruction regarding parking.

13. Whether volunteers deployed to guide participants to/in event area by the organisers—Yes/No ____________________________.

14. If yes, No. of volunteers and their group leaders name and Contact Mobile No. ____________________________.

15. Police permission required for event (will be done by Security Section) – Yes/No (Yes, If more than 300 participants from outside) ____________________________.

If yes, informed local powai police station, vide letter no. ____________________________ dated __________(copy attached).

16. Whether sound system / DJ required in event area -- Yes/No __________

17. If yes, sound / DJ use informed to local Police Station vide letter no. __________ dated __________(copy attached). [Timing for PA/Loud Speaker system is from 0600hrs to 2200 hrs sharp. Noise level to be below allowed db level.]
18. The organising department/agency is fully responsible for the character of the participants. Security Section is not having any resource to verify the character.

**Permission of MEA has been obtained in case of delegates/participants from foreign countries and the same has been informed to local police (Through Security Section) vide Letter No. ______________ dated ________________.

19. Whether fire tender required in event area (Major event inside pandal having attendance of more than 1000 at one place) – Yes/No________.

20. If yes, Permission obtained from fire Brigade (Through Security Section), vide letter No. ___________Dated_________ (copy attached)

21. Event approving authority ________________________

22. Informed Security Section ___________days in advance before event.

23. I have taken permission of _______________for putting publicity poster(s) and distributing handout(s) (copy attached) alongwith locations of display. A copy of the poster & Handout is attached for Security clearance please.

24. We will not use any drone for e-media coverage of the event or I have taken permission of Security Section/Mumbai Police (Through Security Secton) for flying drone / RC flying object (Above 250 gms)

25. The event involves usage of following hazardous materials -

   a) Radiation -- (Yes/No) ____________

   b) Bio -- (Yes/No) ____________

   c) Chemical -- (Yes/No) ____________

   d) Fire -- (Yes/No) ____________

   e) Explosive -- (Yes/No) ____________

26. We have catered for additional funds which might be required by Security Section to meet the security arrangement requirement as per status of VIP / VVIP, etc.

27. I hereby declare that I will take whole responsibility regarding smooth functioning of event.

Event Co-ordinator / Organiser.

Signature ____________________

Name _________________________

Department ___________________

I/hotel No. ___________________

Room No. ____________________

Contact No. ___________________