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) along with 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 Section) 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 ______________________

Hostel No. ______________________

Room No. ______________________

Contact No. ______________________