



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. Of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi - 110042

Points for Event Organizers

1. One seat Dais for Chief Guest in the middle
2. For everyone on stage:-
 - Brochure
 - Typed list of person seating on Dais
 - Minute to minute Programme
3. Check Mic, Light, Air-conditioner
 - The light should be ON
4. Fixed Mic on podium + one Collar Mic Min. / More as per requirement
5. Name Plate – Name printed on both sides
6. Check Chair especially height and cylinder
7. Provide water bottles
8. Volunteers to keep the materials of the Dignitaries sitting on the Dais in their offices or cars
9. No memento only books and plants
10. Venue to be kept according to expected audience
 - At least 75% must be filled