**Checklist/Summary Sheet for Department Fest Documentation**

**FEST NAME Documentation Report**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Event | Submitted By (Faculty Initials) | Registered Participants (Number) | Actual Participants (Attendance Sheet) (Number) | Write-up (About the Event) | Poster/ Creatives | Rule Book | Judge Details | Judgment Sheet | Photographs | Feedback Response | Report | Coordinators, ACs, Volunteers (Number) | IQAC Form  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note: Put ✓ mark wherever document is submitted.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Name of the Committee | Submitted By | Database/ Supporting Documents | Fund Collection | Write-up | Expenses | Coordinators, ACs, Volunteers (Number) |
| 1. | Registration |  |  |  |  |  |  |
| 2. | Public Relation |  |  |  |  |  |  |
| 3. | Marketing |  |  |  |  |  |  |
| 4. | Decoration |  |  |  |  |  |  |
| 5. | Technical & Website |  |  |  |  |  |  |
| 6. | Admin |  |  |  |  |  |  |
| 7. | Refreshment |  |  |  |  |  |  |
| 8. | Hospitality |  |  |  |  |  |  |
| 9. | Transportation |  |  |  |  |  |  |
| 10. | Photography |  |  |  |  |  |  |
| 11. | Resources |  |  |  |  |  |  |
| 12. | Media |  |  |  |  |  |  |
| 13. | Inaugural & Closing |  |  |  |  |  |  |
| 14. | Cultural |  |  |  |  |  |  |
| 15. | Tentage |  |  |  |  |  |  |
| 16. | Finance |  |  |  |  |  |  |

**Note: Put ✓ mark wherever document is submitted and NA wherever the column is not applicable.**