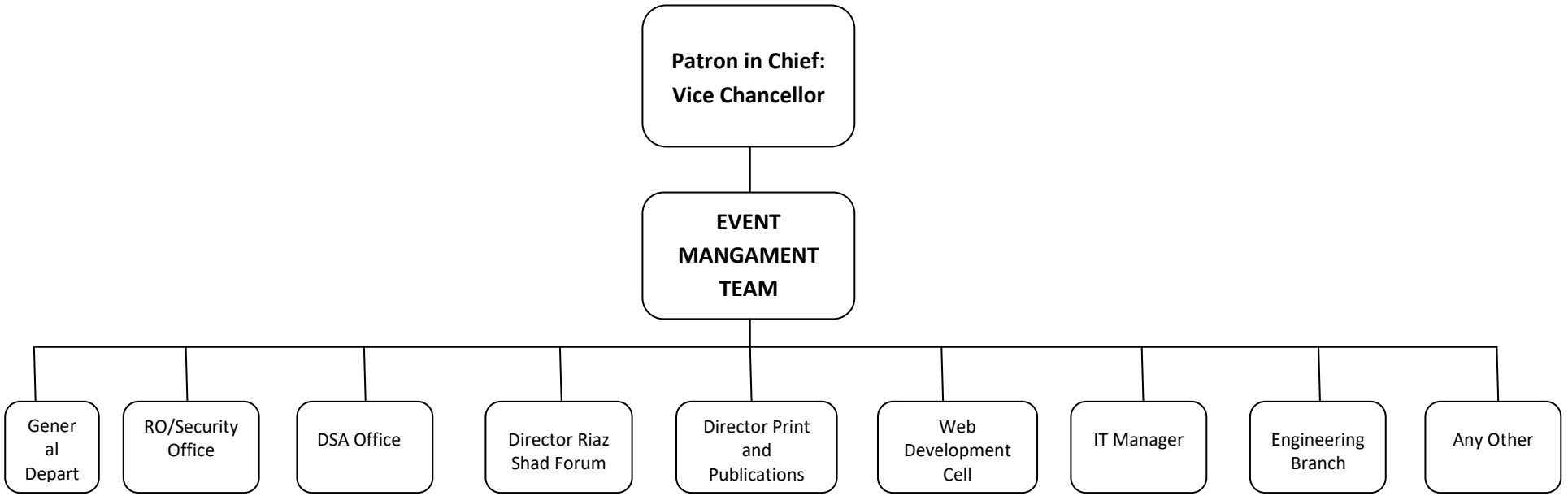
Table of Contents

SOP's FOR CONFERENCE/WORKSHOPS/SEMINARS 3
EVENT MANAGEMENT 4
RESPONSIBILITIES OF EVENT MANAGEMENT TEAM 4
RESPONSIBILITIES OF CONCERNED DEPARTMENT 5
RESPONSIBILITIES OF RIAZ AHMAD SHAD CO CURRICULAR FORUM 6
RESPONSIBILITIES OF DSA OFFICE 7
RESPONSIBILITIES OF RO OFFICE 7
RESPONSIBILITIES OF ENGINEERING BRANCH 8
RESPONSIBILITIES OF IT MANAGER 9
RESPONSIBILITIES OF WDC 9
RESPONSIBILITIES OF PUBLIC RELATIONS AND PUBLICATION OFFICE 10
Public Relation office Responsibilities 10
Publication office Responsibilities 10
SOPs FOR RECEPTION OF CHIEF GUEST 11
ISSUES TO BE ADDRESSED DURING THE EVENT 11
Check Lists 13
SOPs FOR EVENT MANAGEMENT TEAM 13
PRIOR TO EVENT: 13

ON THE DAY OF THE EVENT: 16
AFTER THE EVENT/POST EVENT EVALUATION: 17
SOPs FOR CONCERNED DEPARTMENT 17
PRIOR TO EVENT 17
ON THE DAY OF THE EVENT: 19
AFTER THE EVENT 21
DIRECTOR RIAZ SHAD FORUM 21
PRIOR TO EVENT: 21
ON THE DAY OF THE EVENT 22
DIRECTOR STUDENT AFFAIRS OFFICE 23
PRIOR TO EVENT: 23
ON THE DAY OF THE EVENT: 24
RO/SECURITY OFFICE 24
PRIOR TO EVENT: 24
ON THE DAY OF THE EVENT 26
AFTER THE EVENT: 26
ENGINEERING BRANCH 27
PRIOR TO EVENT: 27
ON THE DAY OF THE EVENT: 28
AFTER THE EVENT: 28

IT MANAGER **29**
PRIOR TO EVENT **29**
ON THE DAY OF THE EVENT: **29**
AFTER THE EVENT: **30**
WEB DEVELOPMENT CELL **30**
PRIOR TO EVENT: **30**
ON THE DAY OF THE EVENT: **31**
DIRECTOR PRESS AND PUBLICATIONS/PRINT MANAGER **31**
PRIOR TO EVENT: **31**
AFTER THE EVENT: **32**
MAJOR PRINCIPLES FOR EVENT MANAGEMENT **33**
1) Planning: **33**
2) Organizing: **33**
3) Leading: **34**
4) Controlling: **34**
5) Post Event Evaluations: (The EMT ensure the quality of Event) **35**
Management Roles **35**
1 Interpersonal Roles **35**
2 Informational Roles **35**
3 Decisional Roles **36**

SOP's FOR CONFERENCE/WORKSHOPS/SEMINARS



EVENT MANAGEMENT

Event management is a blend of technical and creative skills applied for the creation and execution of an event. It involves application of project management to develop and create a live experience. Planning an event is impossible without understanding its concept and objectives. Whole planning process and establishing a clear timeline based on defined goals are required to hold an event successfully.

Apart from event manager, there are various stakeholders contributing to the design and creation of the event. Event management team (EMT), therefore, monitors all the activities and integrates the technical, creative, marketing and supply domains. Thus relying on diverse group of people, event manager has to inspire, relate and communicate with different people having predefined roles.

In this connection, the Event management team is preparing SOPs in the light of instructions passed by the Worthy Vice Chancellor for different events as given below.

RESPONSIBILITIES OF EVENT MANAGEMENT TEAM

Responsibilities of event management team include to

- Have/finalized the tentative Calendar of academic and social events in the university to avoid repletion & assign proper venue.
- Check the activity plan & event management Performa given by concerned department
- Share the activity plan & event management Performa with event management committee and other stakeholders
- Assigned/distribute tasks to event management committee properly
- Depute a focal person for the event on behalf of event manager.
- Share name, designation and contact details of focal person with the concerned department.

- Inspect the venue along with the departmental/ stakeholders focal persons/technicians of all the stockholders to ensure the satisfactory execution of the event
- To coordinate with it Manager , engineering branch, security office , RO office , DSA office , web development cell , director publications, director Riaz Ahmad Shad forum and concerned to ensure the all required arrangements .

RESPONSIBILITIES OF CONCERNED DEPARTMENT

- Concerned department will share complete activity plan including the scene setter of the event with event manager at least two weeks before the scheduled date on the event management Performa.
- In case of annual dinners or generalized structure events, departments have to follow specific policies. These general policy decided by competent authorities.
- Concerned department will share details of security protocols or arrangements required to the RO office at least one month before the event
- Cleanliness of the venue before and after the vent would be responsibility of concerned department with complete cooperation of RO office.
- Concerned department will responsible for all well before time financial approvals either from university or HEC.
- Concerned department will make follow ups on whats app group (SU Event Management) to make their required task done.
- Pre decided Sops for conferences will be followed by departments

- In case of designing flyers or other marketing material, concerned department will contact director publication /print manager at least a month before.
- Concerned department will also contact director publication or print manager for finalizing program schedule
- Concerned department is responsible to provide profiles of guests to manager print or director publications well before time.
- Concerned department will ensure timely display of banners/promos/AV aids with the consultation of RO office.
- Concerned department will timely contact web development cell for media/photo coverage and development of web page for the event.
- Concerned department is also responsible to contact director Riaz Ahmad Shad forum for opening and closing ceremony
- Concerned department will nominate a focal person of the event to be a liaison between all stakeholders of the event
- Concerned department will share the name, designation and contact details of the focal person with the event management team on event management performa at least two weeks before.

RESPONSIBILITIES OF RIAZ AHMAD SHAD CO CURRICULAR FORUM

Responsibilities of this office include to

- Coordinate with department about opening and closing ceremony
- Facilitate department by arranging Recitation for event
- Facilitate department by arranging Naat for event
- Facilitate department by arranging Comparing for event

RESPONSIBILITIES OF DSA OFFICE

Responsibilities of this office include to

- Assure the discipline during the event
- Constitute a team to maintain discipline
- Discipline committee can/cannot be constitute with consultation of the department as per the consequences
- Assure presence of ample amount of audience as per the requirement of the event.
- Design a strategies to gather the required number of audience
- Depute a focal person
- Share the name/designation contact details of assigned focal person with concerned department and event management team.
- Confirm availability of deputed Focal person during the entire event.

RESPONSIBILITIES OF RO OFFICE

Responsibilities of this office include to

- Prepare Security plan of the event in consultation of concerned department and event management team
- Execute security plan, RO office will have edge in decision on the concerned department because security is their task.
- Chalk out sitting plan for the event with event management team.
- Ensure Cleanliness of the venue before and after the event
- Provide the Transportation (pick and drop) to the guests

- Made arrangements for Boarding/Lodging of guests
- Confirm Security clearance of participants of events
- Make security plan of guests if required
- Take security clearance of the guests
- Make arrangements to install the sound system with the consultation of concerned department & event management committee.
- Arrange required chairs and other sitting articles with consultation of the concerned department & event management committee.
- Depute a focal person from the office who will remain available for entire time of the event
- Share the name, designation and other contact details of recommended focal person to the concerned department and event management team

RESPONSIBILITIES OF ENGINEERING BRANCH

Responsibilities of this office include to

- make arrangements for standby generators
- confirm the availability of electricity and its connections at venue
- Confirm the availability of the extensions at venue if required.
- Proper Working of fans/tube lights/other light resources/ air conditioners
- Provide technical support for the event
- Assign a representative/technician of office to deal with technical issues

RESPONSIBILITIES OF IT MANAGER

Responsibilities of this office includes to

- provision of internet at venue of the event
- Provision of multimedia on venue of the event
- Assuring of smooth service by all technical equipments in normal conditions (exceptions are considered like load shedding)
- Assign a technical person for technical support for the event.
- The scale on which office of IT Manager will provide its services will be departmental, faculty or university. Departments will solve small level events like class room or group discussions by themselves. This office can facilitate them as per their availability.

RESPONSIBILITIES OF WDC

Responsibilities of this office includes to

- Ensure Publication of abstract books
- Ensure Printing of program schedule
- Prepare of profile of guests in collaboration with concerned department
- Develop webpage for conference
- Design flyers/abstract books in consultation with concerned department or event management team
- Finalize the program schedule in collaboration with concerned department or event management team
- Receive the profiles of guests from the concerned department

RESPONSIBILITIES OF PUBLIC RELATIONS AND PUBLICATION OFFICE

Public Relation office Responsibilities

1. Arrange Media/Photo coverage
2. Ensure Pre-event/post-event press releases
3. Ensure TV reports
4. Ensure Advertisements of event on different forums
5. Send press clips/press release to the concerned department

Publication office Responsibilities

1. Designed flyers or other marketing material
2. Finalized program schedule
3. To collect profiles of guests from concerned department
4. Add event as story in Newsletter
5. Designing of marketing material i.e pan flex brusher program schedule etc

SOPs FOR RECEPTION OF CHIEF GUEST

- No flowers on reception
- Limited people will welcome the Chief Guest
- Should be simple, elegant
- Chief Guest will be seated in the front row of the Hall along with other guests.
- Front row will be reserved for the distinguished guests and senior faculty
- Second and third rows will be reserved for the faculty
- Compare would request the Chief Guest to be seated on the chair on stage along with distinquished guests.
- On the stage there will be 1) bottle of water with glass 2) two tissue boxes 3) flowers
- Water bottles will be served to the guests seated on the front row

ISSUES TO BE ADDRESSED DURING THE EVENT

1 **Discipline**

(Responsibility of DSA Office and departmental CSA)

2 **Good quality comparing**

(Responsibility of concerned Department)

3 **Ensure audience presences**

(Responsibility of concerned Department and DSA Office)

4 **Undisrupted environments**

During the activity/ session (Responsibility of DSA Office and departmental CSA)

5 **Strictly follow the timeline**

Given in activity plan by organizers (responsibility of concerned Department)

6 **Closing strategy of the event**:

Compare would first announce the movement of Chief Guests followed by Faculty and Students

Check Lists

SOPs FOR EVENT MANAGEMENT TEAM

PRIOR TO EVENT:

1 Do you have the tentative calendar of the Academic and Social Events?

2 Have you checked the Activity Plan & event management performa given by the concerned Department?

3 Have you shared the Activity Plan & event management performa on whats app group with event management committee?

4 Have you assigned tasks to event management committee properly?

5 Have you deputed a focal person for the duration of whole event/activity?

6	If yes, please share the name/designation and his contact details with the concerned department on whats app group SU Event Management
7	Have you inspected the venue along with the focal person of concerned department/event management to ensure the satisfactory execution of all required SOPs before start of the event?
8	Has the IT manager accomplished his task, is it satisfactory?
9	Have you checked the provision of projector/laptops and accessories?
10	Has the Engineering Branch accomplished its task, is it satisfactory?
11	Have you checked the electric backup and ensured all that all the electric equipments are working properly?
12	Has the RO/Security Office accomplished his task, is it satisfactory?
13	Have you checked the sound system for the facility?
14	Have you checked the cleanliness?

15 Have you checked the proper installation of banners/ AV aids?

16 Is the sitting arrangement satisfactory and according to the plan?

17 Is the security plan is satisfactory?

18 Has the DSA Office accomplished its task, is it satisfactory?

19 Has the plan been chalked out for the discipline and presence of sufficient audience?

20 Has the Web Development Cell accomplished his task, is it satisfactory?

21 Is guest list prepared?

22 Have invitations been sent to all the guests?

23 Have banners/promos/AV aids been displayed properly in collaboration with concerned department?

24 Has the Director Publications/Print Manager Office accomplished his task, is it satisfactory?

25 Has the office given press releases/media/photo coverage of the event?

26 Has the Director Riaz Shad Forum accomplished his task, is it satisfactory?

27 Has the Concerned Department accomplished his task, is it satisfactory?

ON THE DAY OF THE EVENT:

1 Have all team members/focal persons gathered before the event?

2 Have you ensured the security/sitting plan of guests and audience?

3 Have you ensured the discipline/sufficient audience presence?

4 Is the Sound system working properly?

5 Is cleanliness satisfactory?

6 Have you checked that ACs/fans/lights are working properly?

7 Have you checked that the projector/Laptops and other accessories are functioning normally?

8 Are you prepared for the reception of Chief Guest?

AFTER THE EVENT/POST EVENT EVALUATION:

1 Has the Department strictly followed the time line?

2 If No give the reason

3 Suggestions to improve the event

SOPs FOR CONCERNED DEPARTMENT

PRIOR TO EVENT

1 Have you chalked out full length Activity Plan comprising of activities before, during and after the event and shared with event management committee.

2 Have you timely constituted Committees for the execution of the event and mentioned in your activity plan

3 Have you timely contacted RO/Security Office for ensuring security clearance and boarding/lodging of the guests?

4	Have you timely contacted to a focal person of event management committee for sound system installation and cleanliness of the venue?
5	Have you timely contacted to a focal person of event management committee for sitting plan and provision of chairs/other sitting articles?
6	Have you got timely Financial Approval from HEC for the conference?
7	Have all SOPs been followed for approval of conference?
8	Have you timely contacted Director Publications/Print Manager for designing of abstract book/flyers?
9	Have you timely contacted Director Publications/Print Manager for finalising program schedule?
10	Have you timely provided profile of guests to Director Publications/Print Manager?
11	Have you timely displayed banners/promos/AV aids for the event?
12	Have you timely contacted Web Development Cell for media/photo coverage and development of web page for the event?

13 Have you **timely contacted Director Riaz Shad Forum** for opening and closing ceremony?

14 Have you **timely nominated a Focal Person** for the event

15 If **yes**, please share the name/designation and his contact details on event management performa.

ON THE DAY OF THE EVENT:

1 Is technician from IT Manager's office available before start of the event

2 Have you checked projectors/laptop/accessories working properly, Are you satisfied?

3 Is technician from Engineering branch available before start of the event?

4 Have you checked the electric backup in case of load-shedding and ensure all the electric equipments working properly?

5 Is focal person from DSA office available before start of the event?

6 Have you ensured the satisfactory presence and discipline of the audience?

7	Is focal person from RO/Security office available before start of the event?
8	Is sitting arrangement satisfactory and according to plan before start of the event?
9	Are you satisfied from the cleanliness of the venue?
10	Have you checked the sound system before the event and are you satisfied?
11	Is focal person from the event management team available before start of the event and are you satisfied from their coordination and assistance?
12	Is the focal person from Riaz Shad Forum available before start of the event and are you satisfied?
13	Have you checked banners/promos displayed properly before start of the event and are you satisfied?
14	Are the media persons available for coverage of event and are you satisfied?
15	Have you run all the setup to ensure that everything is working properly before start of the event and are you satisfied?

AFTER THE EVENT

1 Have you strictly followed the timeline?

2 If No give the reason

3 Suggestions to improve the event

DIRECTOR RIAZ SHAD FORUM

PRIOR TO EVENT:

1 Have you coordinated with the department/event management team about opening and closing ceremony?

2 Does the department need services of the forum?

3 If yes mention the categories (Tilawat, Naat, comparing, singing)

ON THE DAY OF THE EVENT

1 Are the members participating in event present before start of the event and are satisfied with cooperation of concerned department?

DIRECTOR STUDENT AFFAIRS OFFICE

PRIOR TO EVENT:

1 Has DSA Office constituted his team to maintain the discipline with the consultation of the concerned department/event management team?

2 Has the plan been chalked out to let event run smoothly discipline wise?

3 Has the plan been chalked out to ensure the presence of sufficient audience with the consultation of concerned department/event management team?

4 Has DSA Office deputed a focal person to remain available during the entire event?

5 If yes, please share the name/designation and his contact details with the concerned department/event management team

ON THE DAY OF THE EVENT:

1 Is focal person available before start of the event?

2 Have all team members gathered for the event?

3 Has the DSA Office ensured the discipline in consultation with the concerned department/event management team?

4 Has presence of audience been ensured in consultation with the concerned department/event management team?

RO/SECURITY OFFICE

PRIOR TO EVENT:

1 Have you made arrangements for security of event in consultation with the concerned department/event management team?

2 Have you made arrangements for security of guests in consultation with the concerned department?

3	Have you taken security clearance of the guests from concerned quarters?
4	Have you made necessary arrangements for pick and drop of guests in consultation with the concerned department/event management team?
5	Have you made arrangements for boarding/lodging of guests in consultation with the concerned department/event management team?
6	Have you chalked out seating plan for the event in coordination with concerned department/event management team?
7	Have you ensured cleanliness of the venue?
8	Have you arranged the installation of sound system in consultation with the concerned department/event management team?
9	Have you made arrangements of chairs/other sitting articles in consultation with the concerned department and their provision for the event?
10	Have you deputed a focal person to remain available during the entire event?
11	If yes, please share the name/designation and his contact details with the concerned department/event management team

ON THE DAY OF THE EVENT

1 Is focal person available before start of the event?

2 Is sitting arrangement satisfactory before start of the event?

3 Has the stage and venue been checked and clearance has been obtained?

4 Is seating arrangement according to the discussed plan?

5 Is the sound system properly working before the start of event?

6 Have all team members gathered for the event?

AFTER THE EVENT:

1 Has the place been thoroughly cleaned up?

2 Have you ensured collection of items provided by your office?

ENGINEERING BRANCH

PRIOR TO EVENT:

1 Have you arranged standby generator for this event?

2 Have you checked all electricity connections? Are they working properly?

3 Have you arranged extension cables in consultation with the concerned department/event management team?

4 Have air conditioners/fans/lights been checked to ensure their proper working?

5 Have you deputed technician/technicians for the duration of whole event/activity?

6 If yes, please share the name/designation and his contact details with the concerned department/event management team

ON THE DAY OF THE EVENT:

1 Is the technician available before start of the event?

2 Is generator working properly to provide backup in case of load shedding?

3 Have you re-checked the electricity connections?

4 Have you run all set up to ensure that it is working properly?

5 Have all team members gathered for the event?

AFTER THE EVENT:

1 Have you collected all the material provided by your department?

IT MANAGER

PRIOR TO EVENT

1 Have you done arrangements for internet provision in consultation with the concerned department/event management team?

2 Have you arranged/set up projectors/laptop along with accessories in consultation with the concerned department/event management team?

3 Have you ensured that all the equipments are working properly?

4 Have you deputed technician/technicians for the duration of whole event/activity?

5 If Yes, please share the name/designation and his contact details with the concerned department/event management team

ON THE DAY OF THE EVENT:

1 Is the technician available before start of the event?

2 Has everything been checked up before start of the event?

3 Have you checked that projectors with laptops in each room are working?

4 Have you run all set up to ensure that it is working properly?

5 Have all team members gathered before start of the event?

AFTER THE EVENT:

1 Have you **collected all the equipments and accessories**?

WEB DEVELOPMENT CELL

PRIOR TO EVENT:

1 Have you designed the flyers/abstract books in consultation with the concerned department/event management team?

2 Have you finalised the program schedule in collaboration with the concerned department/event management team?

3 Has profile of guests been taken from the concerned department?

4 Is the guest list prepared?

5 Have invitations been sent to all the guests?

6 Have you displayed banners/promos/AV aids for the event in collaboration with the concerned department/event management team?

ON THE DAY OF THE EVENT:

1 Are **banners/promos displayed properly** with the collaboration of concerned department/event management team and are you satisfied?

DIRECTOR PRESS AND PUBLICATIONS/PRINT MANAGER

PRIOR TO EVENT:

1 Have you contacted concerned personnel for media/photo coverage?

2 Have you given press releases for the upcoming event?

3 Have you given advertisement (in case of convocation) in major newspapers?
ONE THE DAY OF EVENT:

1 Are the media persons available for the coverage of the event?

2 Are all media cameras installed on proper location?

AFTER THE EVENT:

1 Have you sent event's clips/press release to the press/media?

2 Have you ensured inclusion of this event in university newsletter?

3 Have you sent press clips/press release/videos to the concerned department in both soft and hard form?

MAJOR PRINCIPLES FOR EVENT MANAGEMENT

1) Planning:

a)	**Defining goals**	(Specific to event going to be held; Academic, Social)
b)	**Strategies**	(Mentioned in SOPs of the Event Management)
c)	**Plan to Coordinate**	(by making Whatsapp group for that Activity)
d)	**Activities**	(Detailed Activity Plan shared by the concerned Department)

2) Organizing:

a)	**What tasks are to be done?**	(Mentioned in SOPs of the Event Management)
b)	**Who is to do them?**	(Mentioned in SOPs of the Event Management)
c)	**Who reports to whom?**	(Focal person/Subordinate would report to respective head)

d)	**Where Decisions are**	(Event Management Team; EMT)

3) Leading:

a)	**Motivate**	(Respective Head to motivate his Focal persons/ Subordinates)
b)	**To give Directions**	(Respective Head to give directions to his Focal person/ subordinate)
c)	**Resolve internal issues**	(Responsibilities of the respective Heads. Timely resolution of issue by coordination with your Focal person/ Subordinate)

4) Controlling:

a)	**Monitoring**	(Responsibility of the respective Head to monitor Focal person/Subordinate. Is the progress satisfactory?)
b)	**Comparing**	(Respective Heads to ensure everything according to plan)
c)	**Correctness**	(Respective Heads , in case of contingency, please report to EMT)

5) Post Event Evaluations: (The EMT ensure the quality of Event)

a) **Evaluation** (Are results according to plan?)

b) **Suggestions/Recommendations** (From concerned quarters)

c) **Correctness** (Measures taken to improve the quality of the event)

Management Roles

1 Interpersonal Roles

a) **Figure head** (Vice Chancellor)

b) **Leader** (Event Manager)

c) **Liaison** (Event Management Team)

2 Informational Roles

a) **Monitor** (Event Manager)

b) **Disseminator** (members of Event Management Team)

c) **Spokesperson** (members of Event Management Team)

3 Decisional Roles

a) Entrepreneur (Vice Chancellor and Event Manger)

b) Disturbance Handler (DSA Office and RO/Security Office)

c) Resource Allocator (Focal person/members of Event Management Team)

Negotiator (Head of concerned Department/Event Manager)