



## Round 2: Task Guidelines

**Timeline:** T-10

*Every event in MV brings in a new flavor. Literary events at MV are the perfect platform for people who can bring their words to life! You can check out our website to know more about the literary events.*

**Task:**

Conceptualize different rounds for The Joust and design the execution plan for the event from start-to-finish with sufficient detailing.

1. Options for the platform of the event (Online & Offline)
2. Brief outline for popularizing the event and garnering participation from local and outstation colleges
3. Manpower Planning – Estimated number of volunteers that would be required for the smooth execution of the event
4. Cost estimates – Including but not limited to logistics cost, additional costs that may be incurred (stage set-up, sound and light) or if the event is online then costs involved in hosting on different platforms
5. Timeline for execution – includes pre- and post-fest

Also, include 3 potential sponsors and arrange for their POC.

**Suggestions:**

These guidelines are not binding, so please feel free to present your event in the way you like. Our only advice is to keep your task submission brief and precise, without compromising on attention to detail.

**Final Deliverables:**

A Word Document or PDF file (Maximum 2 Pages)/PPT (max. 6 slides) covering all necessary details.

For any queries regarding the task contact – Shruti | Tanushmita

We hope you enjoy the task! All the best!

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