



REQUISITION FORM -Event Organization

Date:

From

To

**The Principal,
Sri Ramakrishna Institute of Technology,
Coimbatore.**

Sir,

We request you to kindly permit us to conduct the following programme at our college
Seminar Hall I / Seminar Hall II / E-learning Hall as per details given below:

Name of the Programme :

Date & Time :

Thanking you,

Conditions:

1. Paste Posters / Flex Banners/Stickers with cello tapes in the hall and remove it neatly.
2. The hall keys will be given to Faculty –In charge only.
3. Avoid using decorations, if the organizers damage any valuable items in the hall, they are responsible for replacing the same.
4. Requisition should be given at least three working days in advance.
5. Cancellation of function if any, should be intimated to PA immediately.
6. Keep the Halls neat & organized before and after the function.

We read and agree the above said conditions.

Yours faithfully,

Faculty-In-charge

HOD :

PRINCIPAL :