



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

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Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

INTERNAL/EXTERNAL EVENT REQUISITION FORMAT

Instructions: Please complete this form for requesting approval to organize an internal event. Submit the form along with any required documentation to the OS at least 3 days before the event date. Ensure all sections are completed accurately.

Event Details:

Event Title:		Event Type:	
Event Date:		Event Time:	
Event Venue:		Expected Number of Attendees:	
Target Audience:		Faculty Coordinator: (Name & Mobile No)	

Travel & Accommodation Arrangements:

Travel Mode:		Accommodation Mode:	
Departure City:		Check-in Date:	
Arrival City:		Check-out Date:	
Preferred Travel Dates and Times:		Special Requirements:	
Local Transportation: (If Yes -Specify requirements):		VIP Restaurant Required: (the Legacy Lounge)	

Honorarium & Budget Information:

Honorarium Required: (Gift/Cash)		Estimated Budget:	
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Basic Requirements

Reception Stuffs:		Agenda File:	
Refreshment:		Kuthuvilaku & Candle:	
Shawl:		Water bottle	

Approval and Authorization:

HOD SIGNATURE	DEAN SIGNATURE	CEO SIGNATURE	PRINCIPAL SIGNATURE

Form Submitted to OS Office on_____.

OS SIGNATURE