

# REQUEST PROFORMA FOR DISPLAY OF BANNER(S)/POSTER(S)

(To be submitted in the Office of Proctor)

**Note:** (i) Banner/poster can be displayed not earlier than 10 days of the of event.

(ii) Banner/poster must be removed next day of the completion of the event.

1. Date of Event: \_\_\_\_\_

2. Place of Event: \_\_\_\_\_

3. Nature of Event (Please Tick ✓)

- |  |   |  |   |
|--|---|--|---|
| (a) Conference <input type="checkbox"/>        | (b) Seminar <input type="checkbox"/>      | (c) Workshop <input type="checkbox"/>      | (d) Outreach Programme <input type="checkbox"/> |
| (e) Extension Lecture <input type="checkbox"/> | (f) CME <input type="checkbox"/>          | (g) Hall Function <input type="checkbox"/> | (h) Alumni Meet <input type="checkbox"/>        |
| (i) Job Fair <input type="checkbox"/>          | (j) _____ (If any other, please specify). |  |   |

4. Details of the **Banner(s)** to be displayed (*copy of the Banner in A4 size format must be attached*):

(a) Size of the Banner to be displayed (**Maximum size of the banner should not exceed 8 ft X10 ft**) \_\_\_\_\_

(b) Number of Banner(s) to be displayed \_\_\_\_\_

(c) Location(s) at which Banner(s) is/are to be displayed:

- |             |            |
|-------------|------------|
| (i) _____   | (ii) _____ |
| (iii) _____ | (iv) _____ |
| (v) _____   | (vi) _____ |

5. Details of the **Poster(s)** to be displayed (*copy of the Poster in A4 size format must be attached*):

(a) Size of the Poster to be displayed (**Maximum size of the poster should not exceed 2 ft X 3 ft**) \_\_\_\_\_

(b) Number of Poster(s) to be displayed \_\_\_\_\_

(c) Location(s) at which Poster(s) is/are to be displayed:

- |             |            |
|-------------|------------|
| (i) _____   | (ii) _____ |
| (iii) _____ | (iv) _____ |
| (v) _____   | (vi) _____ |

6. Please provide following details of the organiser/applicant:

(a) Name and signature of the Applicant \_\_\_\_\_

(b) Signature and Seal of Forwarding Authority \_\_\_\_\_