



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

EVENT REPORT

Title of the Event	:	
Theme of the Event	:	
Organizing Department / Cell	:	
Date(s) of the Event	:	
Venue	:	
Time Duration	:	
Event Convener	:	
Event Coordinators	:	
Administrative Staff	:	
Target Audience / Participants	:	
Number of Participants	:	
Pre-Event Planning & Preparation <i>((if applicable))</i>	:	
Phase-wise Event Execution <i>((if applicable))</i>	:	
Details of the Final Round <i>((if applicable))</i>	:	
Judges <i>((if applicable))</i>	:	
Judging Criteria <i>((if applicable))</i>	:	
Budget & Resources Utilized <i>((if applicable))</i>	:	
Best Performers / Winners <i>((if applicable))</i>	:	

Objectives of the Event

Need and Relevance of the Event

Outcomes of the Event

Impact of the Event

Guidelines for the Event

Brochures & Invitation

Geotagged Photographic Evidence

Event photographs

Sample Certificates & Recognition (if applicable)

Media / Publicity (if any)

Internal posters, digital displays, social media highlights

