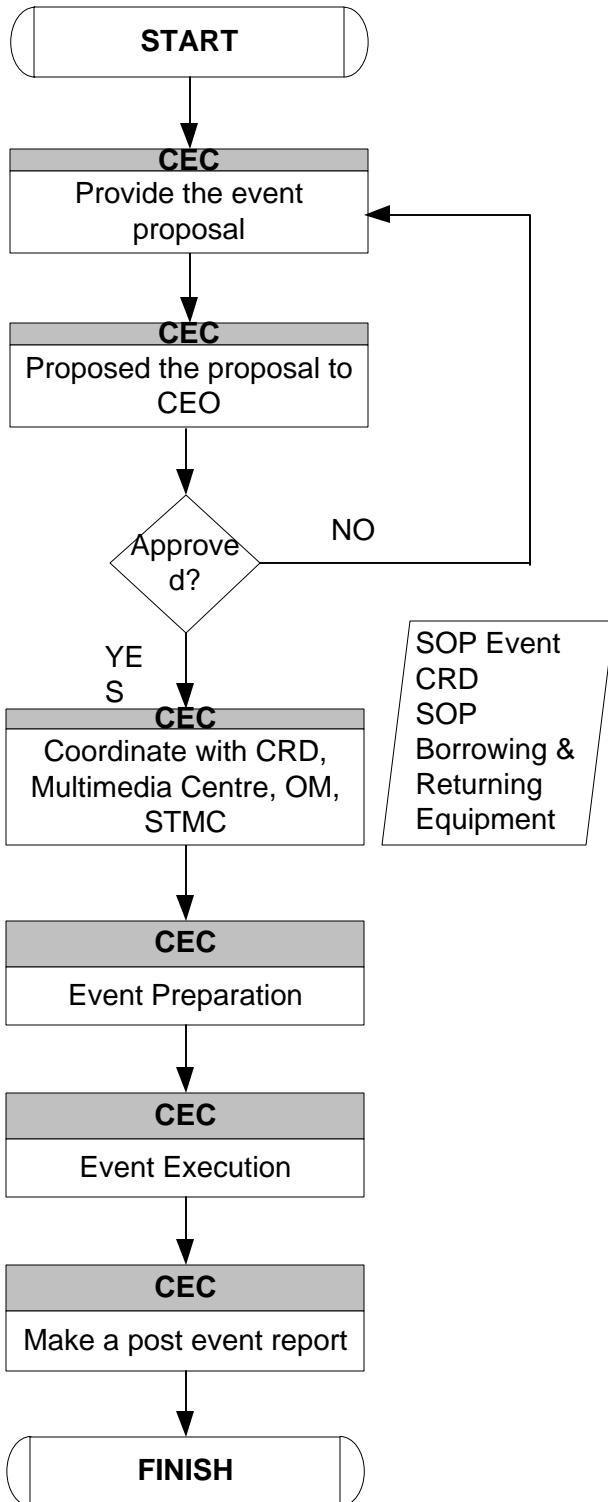


Prepared by :Head CEC	<b>CEC EVENT</b>	Date : 1 Maret 2020
Checked by : Vice Rektor III		Revision : 00
Approved by: MR	Doc No : sop-cec/ce/01/ikb/03/2020/00	Page : 01 Of 01

## STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Event Proposal	Proposal consist of introduction, objectives of the event, detail of the event, budget, committee, etc
Materials	Plaque of Appreciation, Promotional Tools, Que Card, Goodie Bag, other Gimmicks
Coordinate with CRD	for the availability of venue Link <a href="https://sites.google.com/lspr.edu/crdlspr/home">https://sites.google.com/lspr.edu/crdlspr/home</a>
Coordinate with Marketing	For request goodie bag,
Coordinate with Multimedia Centre	For facilities
Coordinate with STMC (Students Talent Management Centre)	For talent supports Link <a href="http://tinyurl.com/lsprclub">tinyurl.com/lsprclub</a>
Post Event Report	Event Preparation : Speakers, Material, Sponsors, etc  As the evaluation of the event. Consist of 5W+1H of the events. What is the event Where is the event When is the event Who is who is the speaker Whom , the target of the event How was the event running Fill in Post Event Report Form CRD
Related Documents	WI Career Guidance Seminar WI Mentorship Programme WI Industrial Gathering