



**GC WOMEN UNIVERSITY SIALKOT**

**IT Service Center**

**Tell # 052-9250648 PBAX # 125**



**IT Support Center**

Event Title

Date

Venue

Organized by (Department)

Report Prepared by \_\_\_\_\_



# GC WOMEN UNIVERSITY SIALKOT

IT Service Center  
Tell # 052-9250648 PBAX # 125



EVENT TITLE \_\_\_\_\_

DATE & TIME \_\_\_\_\_ TOTAL DURATION \_\_\_\_\_

VENUE \_\_\_\_\_

ORGANIZED BY DEPARTMENT(S). \_\_\_\_\_

## EVENT TYPE

Workshop    Training Session    Seminar    Projects Display    Competition

Other (*Please Specify*) \_\_\_\_\_

## TRAINER / PRESENTER / HOST

*(Please enter the Name, designation, expertise and qualification of the presenter in the entitled event)*

\_\_\_\_\_

## TARGET AUDIENCE/PARTICIPANTS

\_\_\_\_\_

## CONTACT DETAILS

*(Please enter the Name, designation & contact number of the person to be contacted officially in case of any query regarding the event)*

Name \_\_\_\_\_

Designation \_\_\_\_\_

Contact No. \_\_\_\_\_

Email

ID \_\_\_\_\_

DEPARTMENT INTERCOM EXTENSION (PBAX) \_\_\_\_\_



# GC WOMEN UNIVERSITY SIALKOT

**IT Service Center**  
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## ORGANIZING TEAM

### TEAM LEAD(S)

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email ID \_\_\_\_\_

### TEAM MEMBERS

1. Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email ID \_\_\_\_\_
2. Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_
3. Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

## ONE-LINER DESCRIPTION STATEMENT

*(Please write a one-liner description statement regarding the event here)*

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## EVENT DETAILS

*Start writing the details of the event from here.....*

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*It is hereby stated that the information provided above is correct and authentic.*

\_\_\_\_\_  
Event Coordinator

(Sign & Stamp)

\_\_\_\_\_  
H.O.D

(Sign & Stamp)

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### FORMATTING GUIDELINES

Page Size: A4

Page Margins: Normal

Line Spacing: 1.5 pt.

Font Style: Times New Roman

Title: 18-Bold

Heading 1: 16-Bold

Heading 2: 14-Bold

Text: 12-Plain

- ✓ Please use the template provided along with the guidelines document.
- ✓ Provide the document in MS WORD Format (.doc, .docx) only.
- ✓ Do not provide the PDF file.
- ✓ Report should be submitted in both hard and soft formats
- ✓ Event Pictures / Brochure / Flyer / Banner etc. (please provide the soft copy along with the report)