



**योजना एवं वास्तुकला विद्यालय भोपाल**  
(An Institution of National Importance of Ministry of Education, Govt. of India)  
(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार )

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**Request Form for AUDITORIUM BOOKING**

**1) Event Details:**

a) Name of the

Event:.....

b) Event Date: .....

c) Event Time: .....

d) Event Type (Tick Any): Seminar/Workshop/Conference/Lecture/Cultural/Video Screening/ Any other .....

**2) Organiser Details:**

a) Name: .....

b) Designation: .....

c) Department: .....

d) Phone Number: .....

e) Email: .....

**3) Participant Details:**

a) Number of Audience (Min. 150 to be ensured) : .....

b) Expected Audience (SPAB Students, Faculty, External Guests / Students, etc.) : .....

**4) Technical Requirements:**

a) Audio-Visual facilities needed (Yes / No): .....

b) Special Requests (if any): .....

**\*Please enclose a copy of the competent authority's approval of the event\***

Additional remarks:

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.....  
.....

Signature of the requester

JE Electrical

AEPO

In-Charge Computer Center

Associate Dean (P&D)-Maint.

Associate Dean (P&D) - Estate and Security.

Dean P&D

Note:

- Please submit this form at least 15 days prior to the event.
- Booking will be confirmed subject to availability of the auditorium.
- Please contact the office of the Dean (P&D) for confirmation of booking.
- The capacity of the auditorium is 369 persons. It shall be assured that in order to use the facility in an optimum manner, the audience should be at least 150 persons for any event , all other small scale events shall be hosted at LH 1 & LH 2 accordingly.