



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore

Ph: 042-37181821-22 Email: info@lgu.edu.pk

SOP for Events (ECA/Student Activities)

In order to hold successful events using best practice techniques, an SOP is devised to serve as a guideline.

- Department HODs and department event coordinators must draft a detailed expense sheet before each event.
- The drafted expense sheet must be submitted to Dir. Student Affairs for processing approval.
- Before outsourcing vendors, internal sources (canteen manager) to be evaluated. Internal sources should be given preference. If a vendor is outsourced, financial aspect to be given priority.
- Events should be arranged in a simple manner. In order to make the event grand/successful and extravagant, huge sum of money being charged from students to be discouraged. Minimum amount should be charged from the students, and catering be limited to one dish only.
- All events should be held only once a year.
- The Music society of the University should be given the chance to perform, rather than getting singers from the market and paying them high sum. LGU music society to negotiate remuneration with the department and would then be required to submit 40% of their earning to the University.
- The name of the sponsors must not be printed on the brochures displayed outside the university, for technical reasons.
- The students organizing the event along with those students who arrange the music should be given a 50% discount on the ticket price. A proper list of these students should be kept by department event coordinator, and these students should be selected on merit.
- All finances should be handled through Accounts Branch.
- Internal media services should be used instead of hiring photographer on pay.