



ELAN & ηVISION 2023

Documentation

DOMAINS IN ELAN & ηVISION

- Creatives
- Multimedia
- Informals
- Public Relations
- Web
- Publicity
- Techy
- Workshops
- Sponsorship
- Finance
- Infrastructure
- Culti & Biggies
- Social Cause
- EML
- Litr
- Pronites
- Productions
- Security
- Hospitality
- Transport



COMMON DUTIES

- Assisting the Workshops Domain whenever there are workshops happening (if required)
- Assisting the Informals Domain whenever there are infi events happening (if required)
- Assisting the Creatives Domain before the start of fest (mandatory)
- Assisting the Public Relations Domain in publicizing and interacting with content (mandatory)
- Assisting the Publicity Domain in bringing at least 80 contacts (mandatory)



CREATIVES

The Creatives Domain includes all the visuals related to the fest, be it online posts or physical props. The team plays an important role in giving the fest a unique attractive identity. Some of the main tasks and responsibilities of the coordinators of the creative team are:

- Marketing brochure for sponsors
- Visuals related to the fest theme
- Official website visual design
- Event posters
- Props to adorn the venue



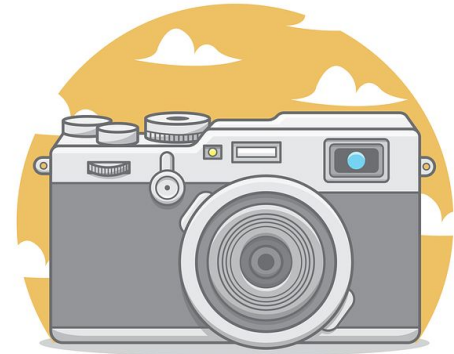


MULTIMEDIA

The Multimedia domain captures the essence of the fest. It is responsible for event coverage and the creation of all forms of videography produced by Elan & ηVision.

Coordinator Responsibilities include:

- Producing video content in the form of teasers, aftermovie, reels and other promotional material.
- Coordinating a team of volunteers for the coverage of Elan events throughout the year *and* during the fest.
- Managing and filtering through photos and videos captured.





INFORMALS

It is the place where the fun begins. *Infi (Informals)* domain ensures that all the fun in the fest is never missed.

Responsibilities include:

- Conducting various fun events and competitions.
- Making sure that there is great interaction between participants and organizers.
- Deciding the venue for the events and all other logistics.
- Always engaging the public with events, during the entire year
- Coordinate with Creatives, Infra, and PR domains.



PUBLIC RELATIONS

This domain is the face of the fest, also known as the Public Image of the fest. A place that is responsible for the maximum outreach of the fest, PR.

Roles & Responsibilities of PR include:

- Analyzing the public opinions and drafting efficient strategies to increase the reach of the fest.
- Bring content for social media posts, emails, websites, fest brochures.
- Collecting, maintaining the entire database and managing all socials of the fest.
- Conduct the CA Program efficiently and manage all the Campus Ambassadors.
- Coordinating with all the domains and having working knowledge of what's happening inside the team.



WEB

The place responsible for creating the first impression of the fest, the Elan & ηVision website.

- Build a new website for Elan & ηVision 2023 (beta + alpha).
- Update the website regularly with all the necessary information and maintain it.
- Build back-end website for CA Program and regularly update it.
- Coordinate with Creatives, PR, Sponsorship and other domains.
- Well-versed in HTML, CSS, and JavaScript, as well as web hosting.
- Knowledge in other languages is a plus.



TECHY

The Techy domain explore the Geeky and technical entertainment of the fest. We assure that Technical events are conducted as both being a learning experience and fun.

Coordinator responsibilities include -

- New and exciting ideas for events and their plan of action.
- Distributing budgets for each event.
- Finalizing judges for live events.
- Managing the live events and guiding ,Hosts and judges
- Coordinating with Creatives, multimedia, and PR.



WORKSHOPS

The workshop is the part of Elan & ηVision which focuses more on learning both on technical as well as managerial aspects. Workshops bring capital same as sponsorship does for the fest. Major responsibilities includes-

- Management of workshops conducted by various organisations
- Coordinating with Hospitality and Infra during the workshops.
- Coordinating with faculty and the students who attend the workshops.
- publicizing of workshops if necessary along with the publicity domain.



SPONSORSHIP

Any fest needs money to run and we, in this domain have the task of getting that money through the sponsors.

Coordinators in this domain will have the following responsibilities:

- Creating a database of companies and getting their contact details.
- Contacting these companies and explaining them about the benefits they get from sponsoring our fest.
- Add and contact as many companies as possible (more the money better the fest).
- Managing the different sponsors that you get, checking that all their requirements are fulfilled and ensuring that the money has been received by the fest in the required time.



FINANCE

Any fest can be a success if it is economically efficient. We at finance ensure that all the domains and the expenses are taken care of.

A few of the primary responsibilities of a finance coordinator are:

- Ensure the financial functionality of Elan and nVision
- Planning the finances of Elan and nVision.
- Distributing all the funds as per the requirement.
- Coordinating with all the domains and ensuring all the funds are used correctly.



INFRASTRUCTURE

We are the people who take care of the physical and material needs of the fest.

A few of the primary responsibilities of an infra coordinator are:

- Ensuring the functionality of the fest
- Make arrangements before the start of the fest and workshops.
- Make sure that the workshops are conducted smoothly
- Coordinate with Hospi, Transport and Security domains.



PUBLICITY

This domain plays important role in increasing awareness about the fest and bringing participants for workshops and other cultural & technical events.

Roles and responsibilities of coordinator include:

- Visiting various colleges for increasing the awareness and participation of the fest and planning the logistics for the same (Offline publicity)
- Creating and updating databases (basically the contact details of various college students and management) which help in publicity of events from various domains
- Collaborating with workshop domain and helping them make the workshop successful by getting sufficient participation.





CULTI & BIGGIES

The Culti and Biggies Domain takes care of all the cultural events (like dance, music, art, photography ..) which are basically the biggest attraction of the fest.

Some of the primary responsibilities of a Culti and Biggies Domain coordinator:

- Decide and plan the events which are to be conducted.
- Select the volunteers and keep monitoring their progress.
- Bring in the participants and judges for each event which involves a lot of interaction with people from other colleges all over India.





SOCIAL CAUSE

In addition to the main theme, Elan 8 nvision presents a social cause theme every year. This specific Domain creates a theme, conducts events and guarantees that people in our community get the best help possible.

Some of the responsibilities of a Coordinator include:

- Deciding the theme for Social Cause
- Getting volunteers for the events if needed
- Planning and Conducting various events based on the theme



EML

Nothing can be as enriching as bringing in some notable personalities to have a nice talk and an interactive session. So here comes Extra Mural Lectures(EML) which brings in the most prominent personalities from eclectic domains to talk about art, history, economics, psychology, sports, science etc.

Coordinator responsibilities include:

- Planning and conducting Extra Mural Lectures
- Bringing in some good speakers from various fields
- Hosting the event



LITR

Litr manages all the literary events of the fest. This entails conducting events like quizzes and debates on the fest in addition to the online LitFest, which often takes place a few months before the fest. However, Litr's own Online Treasure Hunt, Cryptex, is undoubtedly the most eagerly awaited event.

Coordinator responsibilities include:

- Deciding, Planning and conducting all the online and offline events
- Getting volunteers for all the events.
- Bringing the participants
- Planning and Organising Cryptex



PRONITES

The pronites domain is responsible for organising and managing the proshows and events happening on the three days of the fest. The domain works in close collaboration with the PR and Publicity domains to bring artists who will help increase the reputation and brand of Elan & ηVision and IITH.

Some of the responsibilities of the coords will be as follows:

- Working with the head to negotiate with artiste/record companies
- Working on the requirements mentioned by artists
- Drafting up MOUs and contracts
- Keeping track of various contracts and timelines



PRODUCTIONS

The production domain entails managing all event related logistics, whether it be back-stage requirements, on-stage requirements, food stalls, campus lighting and decorations, etc.

Some of the responsibilities of the coords will be as follows:

- Keeping track of all logistical requirements
- Making sure that the acquired infrastructure is upto mark
- Assisting head in managing logistics during the days of fest



SECURITY

The domain is responsible for coordinating the security during the fest. The coords will help streamline the communication between the security office and the head, and help in managing the overall logistics during the days of the fest.





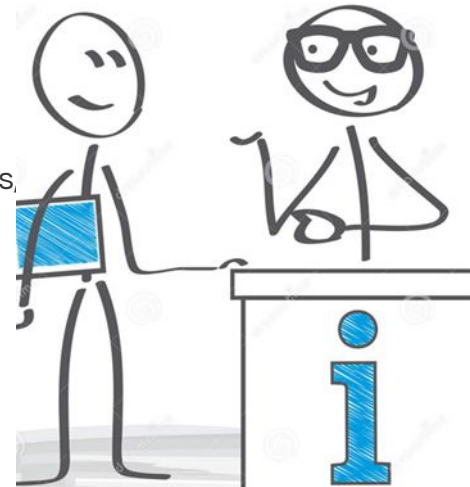
HOSPITALITY

-We are the one who hold it all together!

The hospitality domain mostly handles registration for both festivals and workshops, as well as providing guests with accomodation and food.This domain is also in charge of awarding certificates and rewards to qualified participants.

Coordinator responsibilities include:

- Select, monitor and maintain the progress of volunteers.
- Making sure that registrations are done and properly verified before letting the participants inside campus
- Making sure that accommodation is done based on the requirements of the judges, artists, and Workshop instructors.
- Food and other facilities are provided to the same cause *athidhi devo bhava*
- Making sure that each an every participant is given a certificate.





TRANSPORT

The transport domain involves in arranging transport facilities starting from the students from various college, participants to the artists, judges and instructors. We coordinate with other domains to make the fest run smoothly.

Coordinator responsibilities include:

- Select, monitor and maintain the progress of volunteers.
- Preparing a route from where the students from other colleges make use of the transport facilities
- Coordinating with Transport head GymKhana, for easy movement inside the campus
- Providing transport for judges, celebrities and workshop experts by preparing a proper schedule





TEAM SIZE AND CONTACT INFORMATION

Creatives	7	Ishani Churi - 9152233084
Multimedia	3	Prasanth Tata - 9000180912
Informals	2	KN Vardhan - 9652793113
Public Relations	3	
Web	3	
Publicity	3 / 4	Sree Keerthan Reddy - 7981520032
Techy	3	Varunaditya Singhal - 7015715920
Workshops	2	
Finance	1	Aditya Nimbale - 9818664119
Infrastructure	2	

Sponsorship	6	Devang Sardal - 9136093007
Culti & Biggies	3	Deekshitha - 7330784699
Social Cause	1	
EML	1	
Litr	2	
Pronites	1	Utkarsh Srivastava - 6390536854
Productions	1	
Security	1	
Hospitality	4	Madhumitha Katam - 8309567379
Transport	1	