

REPORT
On
ALUMNI MEET 2020
Organized and hosted
By
MIT-WPU School of Polytechnic

Event	: Alumni Meet 2020
Day/Date	: Sat. 29 th Feb 2020
Time	: 4:00 pm onwards
Venue	: MIT Lawns, in front of MIT Polytechnic, Pune.
No. Of Alumni attended	: 146
Batches invited	: All pass-outs till 2015-26
Service Provided	: Snacks, Dinner, Entertainment Program and Return Gift,

Salient Features:

- Google form designed for registration
- Whats app group for confirmation
- Digital invitations to Alumni
- Formal written invitations to senior management team in campus.
- Formal mailer invitations
- Event Banner on Website
- Event arrangement on Lawn
- Entertainment program
- Banner, standee, podium design and printing
- Video bytes
- Photo shoot
- Dinner service
- Return gift
- Testimonial record

Overall Schedule:

- Reporting and Registration Time : 4:00 pm
- Department visit, Faculty Interaction : Up to 5:30pm
- Tea and Biscuits : 5:30 pm – 6:00 pm
- Formal Welcome and addressing program : 6:00 pm – 6:30 pm
- Entertainment Program : 6:30 pm – 7:30 pm
- Group Photographs : 7:30 pm – 8:00 pm
- Dinner with interaction : 8:00 pm -9:00pm
- Return gift, testimonials and see off : Around 9:00pm

