

## **MALHAR – 2023**

### **Inviting applications for the Organisers-in-Charge (OCs)**

The Malhar 2023 Committee, St. Xavier's College, Mumbai, invites applications for the Core Committee-Organisers-in-Charge (OCs) for the domains, Events, Management and Networking.

#### **Instructions:**

**Application should strictly follow the format given on the next page.**

- Tick Mark two preferred departments for which you are applying for.
- Duly completed application forms must be submitted **latest by 21st April 2023, 11 a.m to Ms. Namrata in General office and as a soft copy to malharfest@xaviers.edu.in** .
- Shortlisted candidates will be called for interviews between **24th to 27th April 2023**. You will be informed of the interview date and time by email.
- Since a physical interview is preferable, so make your travel plans accordingly. Outstation/travelling candidates can appear for the interview online.
- NOTE that Applicants **MUST NOT HAVE ANY BACKLOG/PENDING COURSES**.
- **Marksheets** are to be presented during the interview.
- **Resumes with relevant experience need to be submitted with the application.**

**Please write answers to the questions of the department preferences chosen by you.**

**Only print out page 2 and page 3 of this document followed by your answers to the relevant questions.**

**MALHAR 2023****APPLICATION FOR ORGANISERS-IN-CHARGE (OC)**

<b>NAME</b>		Affix recent photograph
<b>UID</b>		
<b>CLASS (2022-23) and Subject Combination (if any)</b>		
<b>CGPA (Latest) &amp; Attendance</b>		
<b>Mobile No:</b>		
<b>Address (Permanent)</b>		
<b>E-mail Address</b>		

**Please tick mark the top two preferred departments you wish to apply for.**

**EVENTS**

1. World Performing Arts (WPA)
2. Indian Performing Arts (IPA)
3. Literary Arts (LA)
4. Fine Arts (FA)
5. Entertainment, Theatricals and Contests (ETC)
6. Workshops Incorporated (W.Inc)
7. Administration

**MANAGEMENT**

1. Marketing
2. Finance
3. Security
4. Assistance
5. Hospitality
6. Logistics
7. Technicals

**NETWORKING**

1. Conclave
2. Public Relations (PR)
3. Decor and Merchandise (DnM)
4. Filming and Documentation (FnD)
5. Creatives
6. Computers

**Signature:**

**Date and Place:**

## **EVENTS**

### **World Performing Arts (WPA) and Indian Performing Arts (IPA)**

1. Give 3 events' suggestions (Mention ideas for pre-events as well as main day events).
2. Describe the steps you would take to address a technical malfunction, such as music shutting off or lights flickering, during an event.
3. How would you ensure an orderly and composed environment when dealing with an unruly contingent?

### **Literary Arts (LA)**

1. Give 3 events' suggestions (Mention ideas for pre-events as well as main day events).
2. Write in 500 words on your insights from a book that you have read recently.
3. Elaborate on a theme for our magazine, 'Taal' (not more than 200 words).

### **Fine Arts (FA)**

1. Give 3 events' suggestions (Mention ideas for pre-events as well as main day events).
2. Consider the word 'serendipity'. Ideate and create an event relevant to FA around this word as the theme.
3. Describe your idea of the Fine Arts lounge and how you would make it a crowd puller.

### **Entertainment, Theatricals and Contests**

1. Give 3 events' suggestions (Mention ideas for pre-events, filler events as well as main day events).
2. How would you create entertaining events while also not being superficial and ensuring uniqueness?
3. Supposing your sponsor is Fast&Up, suggest a contest for the sponsor as a deliverable.

### **Workshop Incorporated (W.Inc)**

1. Give 3 workshop suggestions (Mention ideas for pre- as well as main day workshops).
2. How would you conduct sorting out of goods for the yard sale?
3. How would you ensure a good footfall for the workshops?

### **Administration (Admin)**

1. How would you ensure transparency while also being confidential with respect to scoring?
2. In your opinion, what are your strengths that align with the role of the Admin OC?
3. Suggest a scoring system for a group dance event.

## NETWORKING

### **Conclave**

1. Suggest a theme for Malhar 2023 Conclave and give a description of its execution.
2. Give 3 speaker suggestions with reasons.
3. If a speaker cancels at the last minute, how would you deal with the situation?

### **Public Relations (PR)**

1. Give suggestions for 2 external and 2 internal PR events.
2. Give a critique on the PR events conducted in Malhar 2022.
3. In your opinion, what are some effective ways to include more digital marketing in PR?

### **Decor and Merchandise (DnM)**

1. Elaborate on a theme that you wish to work on.
2. Suggest sustainable ways in making decor, merchandise and souvenirs.
3. Describe your idea of the DnM lounge and how you would make it a crowd puller.

### **Filming and Documentation (FnD)**

1. Elaborate on a theme that you wish to work on.
2. Describe how you would ensure that production is on schedule. What steps would you take?
3. What kind of equipment and editing softwares do you use?

### **Creatives**

1. How would you ensure to make social media posts more accessible?
2. Please submit a digital creatives portfolio showcasing your work.
3. Write a critique on previous years' social media posts and elaborate on the changes you would like to bring about.

### **Computers**

1. What applications and scripts are you able to write and use?
2. What are some spaces on the website that you would like to make accessible to the contingents?
3. What are some ways of maintaining the website and making sure that it lives up to its maximum standards at all times?

## MANAGEMENT

### **Marketing**

1. Considering the possibility of Malhar being conducted in mid-August, what timeline would you set for the department to achieve your goal?
2. State the deliverables you would offer to a title sponsor considering a two-day Malhar.
3. What are some potential contacts you would be able to utilise for sponsorships?

### **Finance**

1. Which departments would you prioritise for budget allocation? Share your top three choices and rationale.
2. Please provide a comprehensive overview of the billing process documentation.
3. How would you ensure that everyone gets their reimbursements?

### **Security**

1. Elaborate on the permission procedures undertaken by Security.
2. What are some steps that you would take for an emergency evacuation?
3. Give a brief on the department strength (in terms of number of OGs, coordinators and volunteers).

### **Assistance**

1. In your opinion, what are the departments that you must coordinate with and why?
2. Elaborate on the permissions procedure undertaken by Assistance.
3. In your opinion, what are some of your skills that align with the role of the Assistance OC?

### **Hospitality**

1. In your opinion, what are some challenges you can foresee as the Hospitality OC?
2. Given a tight budget, how can you ensure no food wastage while also ensuring quality?
3. Do you have any comment on the food distribution structure of the department?

### **Logistics**

1. Comment on the current structure of the department being followed.
2. Suggest ways to streamline the events and bring out workforce efficiency.
3. Give a brief on the department strength (in terms of number of OGs, coordinators and volunteers).

### **Technicals**

1. Comment on the requirements for a venue with respect to sound and lighting considering a two-day Malhar.
2. Supposing a short circuit occurs during a dance event, how would you handle the situation?
3. With minimal budget, how would you make use of resources from college itself?