

Guidelines for Patrons

- 1) Society patrons must review the content of the programs to ensure that it is not controversial or damaging to the IBA in any manner.
- 2) The patrons and the student's counselor should review the list of participants/attendees to ensure that no blacklisted or controversial individuals are included.
- 3) Ideally the relevant society patrons should attend the event.
- 4) Any below the line (BTL) marketing tactics or campaigns should not be undertaken by societies without prior approval from ED, Student Counselor and ACRC Senior Manager.
- 5) Since IBA has a corporate relationship with Pepsi, therefore, Pepsi will be the exclusive beverage partner for IBA for the term of the MoU/Agreement. This implies no other beverage will be sold on campus or displayed i.e. no branding of competitive products.

Checklist of the event/activity

1. Students are required to submit the checklist of the event/activity as per format appended below, along with the original copy of the 'event organizing form' for booking the facilities.
2. All society members are to follow the list of vendors, for food and decoration and printing, as shortlisted by Office of Student Societies (OSS) committee members (OSS committee comprises of faculty patrons). Please contact OSS and ISC members for further details.
3. Focus on small and quality events driven by student's efforts; mega events are discouraged. Joint collaborations between societies are encouraged such as the photography society is now officially providing its services for free to cover all students' events; the music society displaying its talent in the dramatics society etc.
4. The responsibility of maintaining a complete record of sponsorships, whether in kind or in cheque lies with CFO of any given society, along with the Manager and Assistant Manager. The ISC members i.e. VP, GS, CFO, along with campus coordinators are equally responsible and accountable.
5. Outsourcing of society events to third parties, such as hiring companies/theater groups to perform at IBA events is not allowed. Only student's talents should be showcased in such events.
6. All events are to be held within the premises of the IBA, Karachi.
7. Students are prohibited from working as vendor(s) or providing vendor services/activities within IBA to any society. Students found doing so shall be strictly dealt with and will be taken to the Disciplinary Committee (DC).
8. Talented students are encouraged to hone their abilities and engage with societies on a voluntary basis (just like any other office bearer). They will have the absolute support of OSS and ISC.