



# REQUISITION BY SCHOOL TO HOST WORKSHOPS/ SEMINARS/ CONFERENCES TO BE CONDUCTED BY CBSE



Please fill in all details in capital letters

## A. CONTACT DETAILS

1. Name of the School: \_\_\_\_\_
2. Complete Address of the School: \_\_\_\_\_
3. Name of the Principal: \_\_\_\_\_
4. Website of School/Sahodaya School Complex \_\_\_\_\_
5. Contact details: School - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
6. Email Id: \_\_\_\_\_

## B. INFRASTRUCTURE AND SIZE

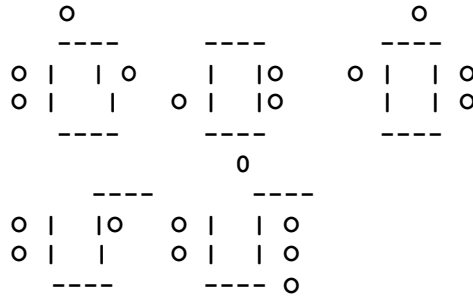
1. Capacity of the Auditorium to accommodate:
  - a. 60 – 80 Persons
  - b. More than 100 Persons
2. Chairs in the auditorium are:
  - a. Fixed
  - b. Movable
3. Seating Arrangement:
  - a. Traditional   

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  - b. Modified Traditional   

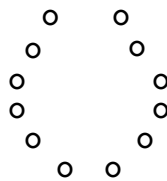
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  - c. Horseshoe   

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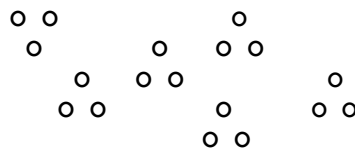
d. Modular



e. Circle



f. Scatter shot



g. Seating arrangement can be customized as per the requirement

### C. FACILITIES

The Auditorium:

1. is Centrally Air-Cooled
2. has Projector and Projection screen
3. has a power back-up
4. has acoustics and Sound System

Date:

Signature of Principal/Manager

School Seal/Stamp

NOTE: Duly filled requisition form should be sent by e-mail to [trainings.cbse@gmail.com](mailto:trainings.cbse@gmail.com).