Design Day SID

- Promotional Emailer's on Social Media - (POC: Marketing)
- Send an invitation to the participants through telephone calls and emailers
- Book Range 5 days prior for the event
- Set up the necessary infrastructure (Laptop, Table, Projector, Pen-pencil) - (POC: System Admin)
- Getting pictures of participants for the session
- Set the Coffee/Tea, snack and lunch arrangement 3 days prior- Check with System Admin
- Post the pictures on social media - Marketing
- Prepare the design day poster on xCast two days prior to the event
- Check for goodie bags for the participants
- Send follow up/thank you email (Timeline: within 24 hours of event time)
- Send a online feedback form to the attendees (Timeline: within 2 days of event time)
- Send an update email including next selection process schedule or Reject/congratulatory email
- Check with Chetan to send an invite to the visitors for the Exibition

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