**Guidelines for Preparation of Launch and Closing of Cluster**

* **Launch of Cluster :**
1. Receive list of companies from ACT – Head Cluster Program
2. Confirm date and venue for the Launch from ACT – Head Cluster Program for availability of Chairman ACT
3. Send invitation to all confirmed companies for attending launch ceremony. Collect data of attendees’ from respective companies. Ref. format No. PM\_46\_RS12
4. Preparation of program schedule and sending it along with Route map.
5. Confirmation and booking of venue.
6. Confirmation of activities as follows : (Ref. PM\_22\_F4 as appropriate)
	1. Preparation of Backdrop by finalising with vendor
		1. Confirm rate, date and time with vendor
	2. Confirmation of caterer and finalising menu for the program
		1. Confirm rate, date and time with caterer
	3. Arrangement of Lamp for Lamp lightening ceremony
	4. Arrangement of Audio – Visual facility
	5. Arrangement of photographer for event photos.
	6. Arrangement of Logistics and transport facility for counsellors and mentors as required.
	7. Arrangement of local transport for Company representatives if required.
7. Confirmation of activities on the day of ceremony :
	1. As per the activities listed in sr. No. 6
	2. Preparation of attendance sheet
	3. Keeping tent cards as per the participating company
	4. Flower arrangements to be confirmed.
	5. *Singing of the contract (Refer format no. PM\_46\_F9)*
* **Cluster Closing Ceremony.**
1. All arrangements same as per Launch Ceremony except lamp lightening facility.
2. Arranging printing of Closing Report Book.
3. Arranging Trophies as per the nominations :
	1. Ordering trophies as per the list prepared
	2. Confirming names as per the list and matter to be inscribed on trophies.
	3. Collecting soft copies of the trophies. Soft copy to be sent to ACT office and the counsellor for printing them in the Closing Report book.
	4. Transporting trophies to the venue.
	5. Arranging trophies as per the list to be announced.
	6. Arranging inauguration of Closing Report Book.
	7. Distributing Closing Report Book along with company trophy.
4. Distribution of Photographs to Cluster Member Companies.
5. Sending closing ceremony presentations salient points for ACT Now publication *as appropriate*.
6. *Submission of Closing Report Book to ACT Office or upload on ACT Server by counsellor.*