

Daffodil International University

Venue Reservation process

Stap-1: Booking through “Venue Reservation System” and collect print copy of event planning sheet from “Venue Reservation System”.

Stap-2: Event and budget approval (in the present rule)

Stap-3: Pay the venue/room rent to Accounts Section. If venue/room is free, meet with Event Officer, Room-116, Daffodil Tower (Md. Abdul Awal, Assistant Registrar) with copy of event approval documents and event planning sheet.

Login with ERP user ID and Password

Manual

Venue Reservation System V-01

1. URL : <https://venue.daffodilvarsity.edu.bd>
2. Home page :



3. Login for venue reservation

Login with ERP user ID and Password

Please Login for Reservation

Employee Id Password Login

4. Dashboard :

By this button you can make a booking



By the bellow list you can all your booking, canceled and confirmed records

Welcome, Maniruzzaman

Venue	Payments	Apply Date	Program Date	Slot	Program Info	Booking Status	Download
52 Milonayoton	Not Received	09 May 2018	09 May 2018	Morning Slot - 10:00 am to 1:00 pm Day Slot - 1.00 pm to 4.00 pm	abc	Pending	Form Invoice

Download your booking form

Download your Invoice

5. STEP-1 before booking :


Select activities which you belong

STEP - 1

Activities Group * Venue according to per slot rate

Venue *
 52 Milonayoton - rate per slot BDT. 17000
 71 Milonayoton - rate per slot BDT. 30000

Program date

Program Date * 

Next

6. TEP-2

Here you will be able to see all booking venue according to program date.

STEP - 2 Booking venue on date 09 May 2018				
Venue	Office	Program Date	Booked Slot	Booking Status
Next				

STEP - 3	
Venue Name*	52 Milonayoton
Program Offered By*	<input type="text"/>
Date of Program *	<input type="text" value="09-05-2018"/>
Available slot/s *	<input type="checkbox"/> Morning Slot - 10:00 am to 1:00 pm <input type="checkbox"/> Day Slot - 1.00 pm to 4.00 pm <input type="checkbox"/> Evening Slot - 4:00 pm to 7:00 pm
Program Name *	<input type="text"/>
Chief Guest *	<input type="text"/>
How having this Chief Guest will benefit the objectives of the program *	<input type="text"/>
Target Audience *	<input type="text"/>
Expected Number *	<input type="text"/>
Responsible Person *	<input type="text" value="Maniruzzaman"/>
Email *	<input type="text" value="mzaman@daffodilvarsity"/>
Mobile/ Phone*	<input type="text"/>
Object/ outcome of the event: (Mention how the intended benefit of the program will be achieved:)*	<input type="text"/>



STEP-3, Booking form continue ..

Task Distribution: Each of the following tasks has been discussed and arranged:-

Program approval *	<input type="text" value="select"/>	
Guest Reception*	<input type="text"/>	<input type="checkbox"/> No need
Car Parking*	<input type="text"/>	<input type="checkbox"/> No need
IT Support *	<input type="text"/>	<input type="checkbox"/> No need
Emergency Support *	<input type="text"/>	<input type="checkbox"/> No need
Banner text & size*	<input type="text"/>	<input type="checkbox"/> No need
Venue Decoration*	<input type="text"/>	<input type="checkbox"/> No need
Room Decoration *	<input type="text"/>	<input type="checkbox"/> No need
Security*	<input type="text"/>	<input type="checkbox"/> No need
Volunteers and Training*	<input type="text"/>	<input type="checkbox"/> No need
Media Lab Support*	<input type="text"/>	<input type="checkbox"/> No need
Public Relation *	<input type="text"/>	<input type="checkbox"/> No need
Press release & website text *	<input type="text"/>	<input type="checkbox"/> No need
Video recording *	<input type="text"/>	<input type="checkbox"/> No need
Campus TV *	<input type="text"/>	<input type="checkbox"/> No need
Audience confirmations *	<input type="text"/>	<input type="checkbox"/> No need



STEP-3, Booking form continue

Cleaning Supervision *	<input type="text"/>	<input type="checkbox"/> No need
Refreshment *	<input type="text"/>	<input type="checkbox"/> No need
Staff Support *	<input type="text"/>	<input type="checkbox"/> No need
Transport booking *	<input type="text"/>	<input type="checkbox"/> No need
Master of ceremonies *	<input type="text"/>	
Program outline & sequence confirmed *		
	<input type="text"/>	
Budget source *	<input type="text"/>	
Departmental contribution *	<input type="text"/>	
Sponsor contribution *	<input type="text"/>	
Extra Support	<input type="text"/>	
Others (if any)	<input type="text"/>	