

B	I	N	G	O
Submitted reimbursement documents after two weeks	Budget allocation approval was delayed due to incomplete documentation.	Executive members reached late to the event	Members were not briefed on their responsibilities before the event.	Interactive elements for attendees were not set up before the event started.
Event checklist was incomplete resulting in overlooked tasks.	Submitted late room booking request	Materials/food was insufficient for the number of attendees.	Decorations were misaligned with the event theme causing aesthetic inconsistencies.	Sound checks for microphones and speakers were skipped.
Team members failed to provide status updates on their tasks.	Decorations were ordered late leading to limited choices.	FREE	Guest invitations were sent with incorrect event details.	Guest list was not cross-checked leading to unregistered attendees entering.
Registration link for the event was shared late reducing participation.	Incomplete registration process caused confusion during check-in.	Members did not complete assigned task to them	Food did not come on time in the event	Lacked clarity in task assignments leading to confusion during event setup.
Equipment setup was not completed before the event start time.	Miscommunication resulted in duplicate tasks being assigned.	Event promotion began too late to generate sufficient interest.	The event agenda was printed with incorrect timing details.	Event wrap-up was delayed

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