

No.	Task	Note
1	Get the APPROVAL LETTER from the Dean <ul style="list-style-type: none"> - Need to ask permission from the Dean to handle an event, this is for the purpose of claim of the staff and other matters. 	
2	Book the VENUE <ul style="list-style-type: none"> - Clinics/CSL/Pros Lab/Studio/ [Saharul] - Auditorium/Al-Jabar/Meeting Rooms [Nurul Aina]*Also inform Puan Norlidah for technician - Seminar rooms [Academic Unit] - Computer lab [IT Unit] - VIP Holding Lounge [Admin office] 	*by phone booking/ fill up a form
3	Letter to POLIS BANTUAN <ul style="list-style-type: none"> - Traffic control - Parking Allocation - Road signage - VIP Crowd control/Traffic assistance - To borrow the indoor signage stand 	Ketua Polis Bantuan: <i>Tn. Khairul Azman Abu Bakar</i>
4	Letter to FACILITY OFFICE <ul style="list-style-type: none"> - Rental of furnitures/tent/electrical items [Fill up a form] – En. Masrani (0183753860) - Usage of Aircond (in specific room)-need to info abt time of usage/room/date – En. M. Nur Asri (0195734088) - Usage of water supply (outdoor) - Bunting/Banner arrangement (hang only) – En. Masrani 	Ketua Fasiliti: <i>Tn Hj Maliki Abd Ghani</i>
5	Book the CATERER <ul style="list-style-type: none"> - Self-arrangement - Ensure what are the things provided by the caterer (table cloth/tables/chairs/etc) 	*Food truck needs to get assistance from the Police to secure the roadside. A tent may be suitable for people to eat *Furnitures can be booked via Unit Majlis (En. Masrani)
6	Consult BENDAHARI <ul style="list-style-type: none"> - If there is payment involve, need their staff to stand by at the event to collect the payment. - Make sure the account number and bank details for the participant to pay online 	Ketua Bendahari: <i>Pn. Noor Alzura Awang Idris</i>
7	Book the PHOTOGRAPHER <ul style="list-style-type: none"> - If required Inas/Omar to take photo, camera on your own. 	*Book from Clinical office/Admin office
8	PROMO your EVENT! <ul style="list-style-type: none"> - Make advert for : KIOSK/WEBSITE/Facebook - Design and print your bunting/banner/etc and send for printing 	*specific size required for each mode *Template for each mode provided
9	Book the JANITORS <ul style="list-style-type: none"> - If your event is on SATURDAY or MONDAY or any public holidays. 	*Contact the facility (Mr. Saiful - 0193192595)
10	Book the TRANSPORT <ul style="list-style-type: none"> - Should you require any service from our transport team, please book at our Admin office. 	

	- Please fill up the form	
11	Check with CORPORATE OFFICE <ul style="list-style-type: none"> - If it is involving VVIP (Minister and above/or etc) - Press if required - Protocol 	Head: <i>Pn. Alfina Bakar</i>
12	Please consider all of the above when doing REHEARSAL <ul style="list-style-type: none"> - Book venue appropriately - Book staff accordingly 	
<p>Important Notes:</p> <ul style="list-style-type: none"> *Please clean up after the event especially any special items (ie. Perishable) *DO NOT put up any signages on the wall except using proper instrument (ie. Sticky wax) *If you are using our facility for any society/NGO/etc program, please consult our admin first and charges are involved for staff, materials, sterilization and facility. 		