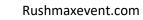
Pre-Event	Status	Remarks
Permissions		
1. Local Government (if required)		
2. Work Permission		
Stage Set Up		
Music / Noise		
Food		
Signage		
Road Closure		
VIP Access		

Materials to be Printed	
1. Awareness	
Event Signage	
Event Flyers	
2. Functional	
Directional Signage	
Invitation	
Guest / Media Registration Form	
Crew T-shirt	

Entertainment	
1. MC Confirmation	
2. Dance Crew Confirmation	
3. Music / Songlist	
4. Mascot	

Food & Beverage	
1. Confirm Vendors	
2. Request details on Electrical Requirements	

Techinical		
1. PA System		
2. Lighting		
3. Staging		
4. Toilet		
5. Special Effects		
6. Generator		
7. Waste Management		
8. Security		





Manpower	
1. Ushers	
2. PR team - Registration Counter	
3. Cleaner	
4. Photographer / Videographer	
5. Volunteers and Staff	
Door Gifts and Awards	
1. Door Gifts for Media and VIPs	
2. Token of Appreciation for VVIP - on stage	
3. Awards for Winners	

Risk Management	
1. First-aid Kit	
2. Fire Extinguisher	
3. Insurance	
4. Contingency Plan for Bad Weather	

Others	
1. Cleaning	
Tissues For Guests	
Extra Bin Bags	
2. Food	
Serving Tray	
Cutlery	
Cups and Plates	
3. Documents to Bring Along	
Work Permits	
Emcee Script	
Event Agenda	
Crew List and Contact Details	
Floor Plan	
Seating Chart	
RSVP List	
Name Tags / Place Cards	
4. Set Up	
Carpeting	
Electric	
Balloons	
Pipe and Drape	
Rental Chairs	
Stage	
Podiums	
Tables	
Easels	



Event Day	Status	Remarks
Site Inspection		
1. Lay-out		
2. Location		
3. Location		
4. Traffic Pattern		
5. Security		
6. Air Condition		
7. PA system		
8. Catering		
9. Signage		
10. Backdrop, Staging and Special Effect		
11. Waste Management Set Up		
12. Door Gifts and Awards Check		
13. Food and Beverages		

Manpower	
1. Ushers	
2. PR team - Registration Counter	
3. Cleaner	
4. Photographer / Videographer	
5. Volunteers and Staff	
6. Emcee	
7. Security Officers	
8. Performer	
9. Presenter	

Flow	
1. Allocate Sitting (Place Name Cards)	
2. Gather Staff for Full Briefing	
3. Circulate Contact List and Mobile Numbers to All Staff	
4. Performance Rehersal	
5. Organise Registration Area	