

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

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

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

<b>Food &amp; Beverage</b>		
1. Confirm Vendors		
2. Request details on Electrical Requirements		

<b>Technical</b>		
1. PA System		
2. Lighting		
3. Staging		
4. Toilet		
5. Special Effects		
6. Generator		
7. Waste Management		
8. Security		

<b>Manpower</b>		
1. Ushers		
2. PR team - Registration Counter		
3. Cleaner		
4. Photographer / Videographer		
5. Volunteers and Staff		

<b>Door Gifts and Awards</b>		
1. Door Gifts for Media and VIPs		
2. Token of Appreciation for VVIP - on stage		
3. Awards for Winners		

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

<b>Others</b>		
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		