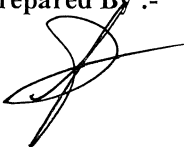

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# EVENT MANAGEMENT

<b>Prepared By :-</b> 	<b>Approved By :-</b> 
Name : Abdul Latif bin Abdul Rahman	Name : Dr. Harmi Taazim Mohamad
Position : Deputy Director Admin & Event Protocol Unit,	Position : Director Office for Communication, Advocacy and Promotion
Date : 2/01/2020	Date : 2/01/2020



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### **1. OBJECTIVE**

The purpose of this document is to ensure that the event management is handled and managed efficiently to meet customer's satisfaction.

### **2. SCOPE**

The procedure covers the following activities:

2.1 ) Handling University event for :

1. Iftar
2. Shawwal Gathering
3. Launching of Merdeka Month Celebration
4. Al Liqa Al Jamaies


2.2 ) Assist on event management for K/C/D/I/O and external

### **3. DEFINITION/ABBREVIATION**

3.1	DMR	: Deputy Management Representative
3.2	AO	: Administration Officer
3.3	DD	: Deputy Director
3.4	AA	: Administrative Assistant
3.5	OCAP	: Office for Communication, Advocacy and Promotion
3.6	K/C/D/I	: Kulliyah / Centre / Division / Institute


### **4. REFERENCES**

1. IIUM Event Management Guidelines (e-book)
2. Malaysian Protocol

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**5. RESPONSIBILITY AND DETAILED PROCEDURE**

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>	<b>RISKS</b>
	<b>5.1 <u>ASSIST ON EVENT MANAGEMENT FOR K/C/D/I/O AND EXTERNAL</u></b>	
DMR / D / AO / DD / AA	5.1.1 Receive information on event to be organized or request from external agencies.	
DMR / AO	5.1.2 Involve in coordination meeting (if any)	
AO / DD / AA	5.1.3 Advise the organiser on the following: 1) Invitation (VIP from IIUM only) 2) Reception 3) Protocol (seating arrangement and salutation for VIP) 4) Others	Receive complaint (Management / staff / end user) - customer not happy
DMR / D / AO / DD / AA	5.1.4 Participate in the dry run or rehearsal. (if any)	
AA	5.1.5 Record all documents in the relevant files.	

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**5. RESPONSIBILITY AND DETAILED PROCEDURE**

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>	<b>RISKS</b>
	<b>5.2. <u>HANDLING UNIVERSITY EVENTS FOR :</u></b> <b>1. Iftar</b> <b>2. Shawwal Gathering</b> <b>3. Launching of Merdeka Month Celebration</b> <b>4. Al Liqa Al Jamaies</b>	
D / AO	5.2.1. Call for Event Meeting	Running of the event (opening / closing / etc.) failed
AO	5.2.2. Prepare working paper event.	
AO	5.2.3. Prepare administrative program.	
DMR	5.2.4. Identify and proposed Guest of Honor to the University authority.	
AA	5.2.5. Send out invitations to the guest.	
AA	5.2.6. Follow up on the RSVP and prepare a master list of the attendance.	
AO	5.2.7. Conduct briefing for sub Committee Members (Iftar & Shawwal Gathering only)	
DMR / AO / DD / AA	5.2.8. Conduct dry run or rehearsal.	
AO / DD / AA	5.2.9. Prepare seating arrangement for VIP and salutation for the Master of Ceremony	
DMR / AO	5.2.10. Call for a post-mortem meeting (if necessary)	
AA	5.2.11. Record all documents in the relevant files.	

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**6. QUALITY RECORDS**

<b>NO</b>	<b>RECORDS</b>	<b>LOCATION</b>	<b>DURATION</b>	<b>RESPONSIBILITY</b>
1	Request/Appointment letter	Filing Cabinet	2 years	AA
2	List of Invitees	Filing Cabinet	2 years	AA
3	Programme	Filing Cabinet	2 years	AA
4.	List of Committee Members	Filing Cabinet	2 years	AA
5.	Minutes of Meetings	Filing Cabinet	2 years	AA



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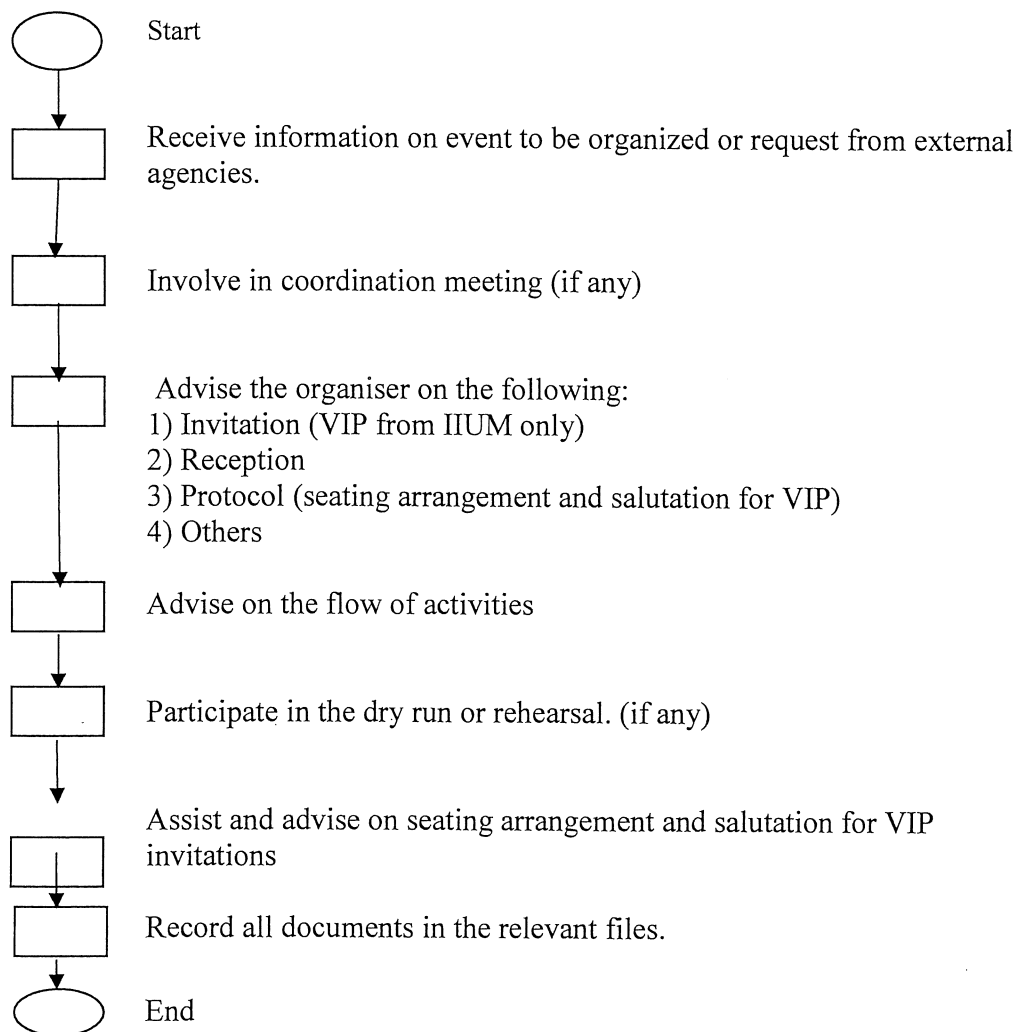
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**FLOW CHART ASSIST ON EVENT MANAGEMENT FOR K/C/D/I/O  
AND EXTERNAL**





**FLOW CHART HANDLING UNIVERSITY EVENTS FOR :**

1. Iftar
2. Shawwal Gathering
3. Launching of Merdeka Month Celebration
4. Al Liqa Al Jamaies

