OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION(OCAP),
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IIUM EVENT MANAGEMENT CHECKLIST

The purpose of the Event Management Checklist is to provide a list of items to assist with the planning process. The Checklist may also include unforeseen needs. Event Officers are encouraged to complete this checklist when planning the event(s) to ensure that all aspects of service are considered. A completed copy should be placed on file along with other documentation pertaining to the event(s).

Event Name	_____	Event Date	_____
Event Venue	_____	Event Time	_____
Event Manager	_____	**Event Organiser**	_____
Mobile Tel. No.	_____	Mobile Tel. No.	_____
Office Tel. No.	_____	Office Tel No.	_____
E-mail	_____	E-mail	_____
Fax no.	_____	Fax no.	_____

Remark(s)   _____

_____

NO.	PRE-EVENT	YES	NO
1.	**SET UP A STEERING COMMITTEE:**		
	a) Patron		
	b) Advisor		
	c) Chairperson		
	d) Deputy Chairperson		
	e) Secretary		
	f) Financial Manager		
	g) Coordinator		
	h) K/C/D/I/O Administrative Representative(S)		
2.	**SET UP A WORKING COMMITTEE:**		
	a) Refreshment		
	b) Safety And Security		
	c) Ceremony Manager		
	d) Registration And Protocol		
	e) Publication, Media And Video		
	f) Technical And Special Tasks		
	g) Entertainment		
	h) Transportation And Accommodation		

NO.	PRE-EVENT	YES	NO
3.	**GET ADVISE FROM THE IIUM EVENT TEAM BY ORGANISING A COORDINATION MEETING** Services provided by IIUM Event Team :		
	A. OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION FOR CHANGE (OCAP) to assist or advise on :		
	1. Managing events (Event Management Unit)		
	2. Programme		
	3. Venue layout *(Including porch area, restroom, refreshment, group photo and etc.)*		
	4. VVIP List *(Must include appointed liaison officer from the organiser)*		
	5. Dress code		
	6. Audio visual (Audio Visual Unit)		
	7. Media coverage (Media Relations Unit)		
	8. Website & E-billboard promotion or publication, If needed *(to liaise with Digital Media Section, OCAP)*		
	B. FOOD & SERVICES UNIT/RESIDENTIAL AND SERVICES DEPARTMENT (FSU/ RSD): To assist and advise on food & beverage matters		
	C. OFFICE OF SECURITY MANAGEMENT (OSEM) : To assist and advise on security and safety matters		
	D. DAYA BERSIH SDN. BHD. (DBSB) : To assist and advise on logistic matters		
	E. IIUM SULTAN HAJI AHMAD SHAH MOSQUE : To advise on matters related to du'a and quran reciters		
	F. IIUM CENTRE FOR INTERNATIONAL ISLAMIC CULTURE (CITRA) : To provide cultural performances by students		
	G. INFORMATION TECHNOLOGY DIVISION (ITD) : To provide video conferencing during events with Kuantan, Petaling Jaya and Gambang Campus		
	H. KCDIO 1. **SPEECH** Prepare draft speech for VVIP/VIP and submit to OCAP for proofing 3 weeks before event		
	2. **REHEARSAL** To conduct rehearsal before event		

NO.	DURING EVENT	YES	NO
1	To ensure all committees are prepared and ready		
2	To ensure all facilities are in working order		
3	To check VVIPS / VIPS seating arrangement & update the salutations for the master of ceremony and VIPS		
4	To facilitate media crew (if any)		
5	To ensure medical & emergency services on stand by		
6	To conduct safety briefing		
7	To welcome all guests (by appointed liaison officers/ushers)		
8	To conduct final inspection to ensure readiness of event venue		
9	To make sure souvenirs for the VIPS are ready (if any)		
10	To organise a photo session (if any)		
11	To ensure refreshments are prepared		
12	To coordinate with OCAP for press conference (if needed)		
13	To distribute survey or feedback forms (if any)		

NO.	POST-EVENT	YES	NO
1	Analyse survey / feedback forms (if any)		
2	Conduct post mortem meeting		
3	Ensure all payments are made to all relevant parties		
4	Acknowledge all members involved in the event for recognition purposes		
5	Submit necessary documentations of event (photos/video recordings/programme summary) to OCAP for events compilation and archiving		

Please email the completed checklist to:
corporatecomm@iium.edu.my

For further inquiries and assistance, please contact:
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