

Guideline

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This guideline refers to the working committee for planned programs by Community Engagement Services Division, Pustaka Negeri Sarawak, Sibul. HOD will set up a working committee one month before the planned programs in CESD Calendar of Activities which include onsite, offsite, and online programs. The WC shall do the following tasks:

WORKING COMMITTEES**TASKS**

Head of Division

- Prepare a proposal for the planned program.
- Plan and monitor expenses according to the allocation provided.
- Establish a working committee.
- Ensure that a meeting is held with the committee before the program takes place.
- Monitor the implementation of the program.

Program Coordinator

- Responsible for selecting the suitable venue according to the planned programs.
- Ensure online platforms/slots are available for virtual programs.
- Responsible to identify the collaborators and target audience or participants.
- Prepare tentative or flow of the program.
- Prepare documentation or forms such as consent forms, terms and conditions, or rules and regulations related to the programs.
- Brief the committees on the tasks given.
- Assist in monitoring the committees involved in performing the assigned tasks.

Stage Manager

- Ensure all the activities carried out throughout the program are comply with the time and schedule of the program that has been set.
- Ensure the location of each activity or program is available according to the schedule.

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- Ensure all equipment needed are available and functioning well before and during the program.
- Ensure the flow of the program runs smoothly.

Secretariat

- Notify WC for a meeting.
- Taking minutes of the meeting.
- Prepare invitation letter to the collaborators and participants.
- Follow up with the invitation at least 1 week before the program by telephone, email, or WhatsApp.

Registration Committee

- Prepare list of registration and attendance of participants at least one day before the program.
- Prepare customer satisfaction forms before the program.
- Responsible for distributing and collecting the customer satisfaction forms after the program ended.
- Responsible for preparing certificates of participation for the participants and committees involved, if required.

Activity Committee

- Responsible for planning and carrying out the activities according to the planned program.
- Prepare materials and equipment needed for the activities and liaise with the logistic committee.

Gifts/Souvenirs Committee

- Prepare gifts or souvenirs for VIPs, participants, collaborators, and prizes for winners if the program involves competition.

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Refreshments Committee

- Prepare and liaise with the catering for refreshments of the program.
- Ensure that the refreshments arrive according to the schedule.
- Distribute the refreshments to the audience/participants during or after the program.

Logistic Committee

- Arrange transportation/accommodation for participants and committees.
- Prepare all the equipment needed including ICT equipment before the program.
- Ensure rubbish bin/plastic are available at the venue for the cleanliness of the place.
- All equipment needs to be checked before and after the program and put back to its place after the program ends.
- Prepare tables and chairs according to the number of participants.
- Prepare other facilities according to the needs of the programs.

Welfare and Safety Committee

- Brief the participants on safety rules.
- Ensure first aid kits are available.
- Assist in the safety of the participants.
- Assist in crowd control.
- Provide adequate face masks and hand sanitizers at each designated location.
- Ensure all participants comply with the SOP.

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Promotional Program Committee	• Design posters, banners, or backdrop for the promotion of program. • Design a program book if required. • Take pictures and videos throughout the program. • Invite media if necessary. • Promote the programs on social media.
Emcee	• Prepare introduction, speeches and closing. • Control the timing of the flow program along with the stage manager.
Usherettes	• Greet everyone with a warm welcome. • Politely directing and escorting attendees to their seats. • Know and recognize all the VIPs. • Know and understand well about everything related to the event (tentative/flow).
ALL Committees	• After the program ended, all committees must make sure the venue is back to the previous arrangement. • Ensure cleanliness of the venue. • Evaluation of the program after the program ends.

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