

Guidelines

Reviewed by:

Dorithy Dela

Dorithy Dela ak Lawrence

1 June 2026

Approved by:

Edison Ricket

Edison Ricket

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This guideline provides a framework for establishing a working committee for community engagement main programs at Pustaka Negeri Sarawak, Miri, ensuring they are carried out systematically.

EXPLANATION

The working committee is tasked with the following responsibilities:

WORKING COMMITTEE	TASKS
Coordinator	a. Prepare a working paper for management approval. b. Plan and monitor expenses in accordance with the allocated budget. c. Identify potential collaborators and the target audience or participants. d. Establish a working committee as needed. e. Ensure that a meeting is conducted with the committee prior to the program. f. Brief the committee members on their assigned tasks. g. Monitor the execution and progress of the program.
Co-Coordinator	a. Prepare working paper and slides for budget approval meeting. b. Collect and compile related quotation for services required. c. Responsible for selecting the suitable venue according to the planned programs. d. Communicate with potential collaborators.
Treasurer	a. Monitor expenses in accordance with the approved budget. b. Provide appropriate advice regarding budgeting. c. Coordinate budgeting meetings for committee approval as needed.
Secretariat	a. Take detailed minutes of all planning meetings and distribute them to committee members. b. Prepare related letters and appointment minutes for all committee members and potential collaborators. c. Manage invitations and RSVPs. d. Ensure that all necessary permits and licenses are obtained for the event. e. Gather and compile feedback from collaborators and attendees to assess the event's success and identify areas for improvement using a partnership/participant feedback form.
Registration Committee	a. Set up and manage the registration desk, ensuring all participants are registered and provided with the necessary materials (if applicable). b. Follow up with participants and speakers invited for each program. c. Prepare and distribute partnership/participant

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	feedback forms. d. Be responsible for preparing certificates of participation for participants and committee members, if required. e. Prepare a list of registered participants and their attendance at least one day before the program.
Activity Committee	a. Plan and carries out program accordingly within budget approved. b. Prepare documentation or forms such as consent form, terms and condition or rules and regulations related to the programs. c. Assign tasks and ensure all roles are filled. d. Encourage participation and engagement from attendees. e. Collect feedback (verbal/non-verbal) from participants and collaborators. f. Keep detailed records of all activities, including attendance, expenses, and feedback for reporting purpose.
Refreshments Committee	a. Plan the quantity of food and beverages needed. b. Work within the approved budget for purchasing refreshments. c. Ensure the timely delivery of all food and beverages by the supplier. d. Keep the refreshment area clean and tidy throughout the event. e. Provide options for guests with dietary restrictions or allergies, if applicable.
Gifts/Souvenirs Committee	a. Choose appropriate gifts or souvenirs that align with the event's theme, budget, and audience. b. Track expenses to ensure spending remains within the allocated budget. c. Research and select vendors or suppliers for gifts and souvenirs. d. Place orders and ensure the timely delivery of all items. e. Develop a plan for distributing gifts and souvenirs to attendees, speakers, sponsors, and VIPs. f. Set up a designated distribution area at the event.
Logistic Committee	a. Identify and book appropriate venues for the program/event. b. Ensure the venue meets all necessary requirements and specifications. c. Oversee the setup of the event, including staging, seating, and technical equipment. d. Procure and manage all necessary equipment and supplies, if applicable. e. Provide updates and reports on logistical progress

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	and challenges. f. Ensure all logistical operations comply with safety regulations and organizational policies. g. Develop backup plans to address potential logistical issues.
Welfare and Safety Committee	a. Brief the committee and participants on safety rules. b. Ensure that first aid kits are available. c. Assist in ensuring the safety of participants. d. Assist with crowd control.
Promotional Program Committee	a. Design posters, banners, or backdrops for the promotion of the program. b. Design a program book (if required). c. Take pictures and videos throughout the program. d. Send media invitations (if necessary). e. Promote the programs on social media and other promotional platforms.
Videographer	a. Capture video footage throughout the program. b. Edit and compile all video footage. c. Manage live recording during the event.
Photographer	a. Capture high-quality photographs of key moments throughout the event, including attendees, speakers, performances, and special activities. b. Coordinate with the event team to ensure all important moments are covered. c. Coordinate with other media personnel (e.g., videographers) to ensure the event is fully documented. d. Ensure all equipment (cameras, lenses, memory cards, etc.) is in good working condition before and during the event.
Emcee	a. Prepare the emcee script accordingly. b. Maintain the flow of the event, ensuring transitions between segments are smooth. c. Handle unexpected situations or delays with professionalism and humor, if necessary. d. Coordinate with the stage manager to control the timing and flow of the program.
Usherettes	a. Ensure that seating arrangements are followed correctly. b. Provide event information (brochures, notes, booklets), if applicable. c. Manage the flow of people entering and exiting the event venue. d. Ensure safety and order in the audience areas. e. Assist with evacuations, if necessary.
Stage Manager	a. Coordinate rehearsals (if any), prepare the schedule, and ensure everyone knows their call time and

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	responsibilities. b. Ensure that the flow of the program adheres to the time and schedule that have been set. c. Ensure that all technical elements are prepared and functioning. d. Resolve any problems that occur during rehearsals quickly and efficiently (if any).
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WORKING COMMITTEE

DATE:

Coordinator	:	
Co-Coordinator	:	
Treasurer	:	
Secretariat	:	
Registration Committee	:	
Activity Committee	:	
Refreshments Committee	:	
Gifts/Souvenirs Committee	:	
Logistic Committee	:	
Refreshments Committee	:	
Gifts/Souvenirs Committee	:	
Logistic Committee	:	
Welfare and Safety Committee	:	
Promotional Program Committee	:	
Videographer	:	
Photographer	:	
Emcee	:	
Usherettes	:	
Stage Manager	:	

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