

CHECKLIST PROGRAM

Program:	
Venue:	Date:

BEFORE

PLAN	TICK (/)	PLANNING FOR PROGRAM				RISK MANAGEMENT / SAFETY PLAN	TICK (/)
Objektif		Location Target/Area		Collaboration Letter		Risk Plan	
Program Description		Floor Plan		Program Collaboration Letter		First Aid	
Program Content		Refreshment Provider		Invitation Letter to VIP's		Insurans for Participant (If Necessary)	
Date/Location		Water/Electricity Supply		Invitation Letter to School/Department/Agencies/ Kindergarten		Police Permit (If Necessary)	
JPT Meeting		Toilet		Tentative Program		Local Authority Permit (If Necessary)	
Target Audience		Entrance and Exit Door		Program Book		Travel Permit (If Necessary)	
Committee Members Meeting		Vehicle Access/Parking Facilities		Promotional Equipment (Virtual Banner/ Bunting)		Contingency Plan	
Promotional Plan (Video, Poster, etc.)		Akses Orang Kurang Upaya		<i>Digitally Augmented Requisition System (DARES)</i>		Crowd Control	
Theme		Seating/ Table Equipment for Participants & VIPs		ICT Equipment/ Projector/ Laser Pointer		Safety Measure	
Internet		Staff/ TRF/ Participant/ VVIP Invitation Itinerary		PA System		Cleaning Schedule	
		Location Photo		Exhibition Equipment (If Necessary)		Briefing on Travel and Safety (If Necessary)	
		Activities Equipment		Feedback Letter			
				PR Promotion			

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DURING

PLANNING FOR THE PROGRAM					
EVENT VENUE	TICK (/)	STAGE	TICK (/)	VIP	TICK (/)
Tidiness		Tidiness		Tidiness / Decoration	
Table and Chairs Arrangement		VIP Gifts		Protocol/ Usherette	
Tagging		Arrangement of Prizes/Gifts		Tables and Chair Arrangements	
Decoration		Banner/ Virtual Banner		Tagging	
Refreshment		PA System		Refreshment	
Participant Registration Location		Emcee Script			
Usherette		VIP Speech			
Equipment for Launching		National Anthem			
Collaboration Certificate		State Anthem			
Dress Code		Interlude Song for Arrival/While VVIP is on Stage			

AFTER

POST-PROGRAM PLANNING	TICK (/)
Repacking and Cleaning up equipment and tidying the area after the program	
Preparing appreciation letters for collaborators (if any)	
Beneficiaries Satisfaction Rating Form (BSRF) Evaluation from Participants	
Partnership Satisfaction Rating Form (PSRF) Evaluation from Collaborators	
Payment Process (Invoice), including preparation of minutes for honorarium (if any)	
Post-mortem program	
Budget closing	

Notes: Form used for the main program of Pustaka Negeri Sarawak, Miri as per listed below:

1. Sarawak Children's Arts and Literature Festival
2. Let's Read Together for 10 Minutes
3. World Quran Hour
4. Knowledge Camp
5. Makersmeet/Makersboot Camp
6. Outreach Program

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