

Guidelines

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The following guideline refer to the Outreach Program planned by the Community Engagement Services Division, Pustaka Negeri Sarawak, Sib. The HOD/DO shall ensure the following tasks are carried out accordingly to ensure the effectiveness of the programs.

Before Programs

ROLES	TASK	TASK DETAILS
Coordinator	Proposal	Clearly outline the goals and objectives of the program. Develop a comprehensive plan and schedule for the event, outlining tasks, responsibilities, and deadlines.
	Budgeting	Determine the budget available for the program. This will influence decisions on venue, materials, speakers, transportation, accommodation etc...
	Select Outreach Venue	Choose a suitable venue based on the expected number of attendees, location convenience, facilities, and budget.
	Committee Meeting	Conduct a meeting with all the working committees prior to the program.
	Management Approval	Seeking approval from management regarding budget and program implementation.
Activities Committee	Activities Schedule	Create a detailed schedule for the program, including timings for each session, breaks, and any activities.
	Identify Activities	Research and select activities, workshops, games, and interactive sessions suitable for the event.
	Speakers/Participants	Invite and confirm speakers or participants for the program.
	Materials	Prepare any materials needed for the program, such as handouts or presentations.
	Collaborators	Identify all the potential collaborators.

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Public Relation Committee	Promotion	Develop a promotional strategy to attract attendees. This may involve creating flyers, social media posts, emails, or advertisements.
Logistics Committee	Logistics	Arrange transportation, accommodation, audio-visual equipment, and any other logistical requirements.
Food Committee	Refreshment	Find a caterer, inform them of the type and quantity of food and place orders.
Stage/Floor Manager	Flow Program	Create a layout plan, run a rehearsal and ensure everyone understands their roles and responsibilities.
Gifts Committee	Gifts/Souvenirs	Determine the type of the gifts, obtain quotes and samples from vendors. Then place orders for the selected gifts.
Registration	Registration of Participants	Prepare all relevant forms such as feedback, partnership form and list of attendance.
Usherettes	Assist Participants	Usherettes must familiarize themselves comprehensively with the venue. This includes understanding seating arrangements, locating emergency exits, and being aware of available facilities.

During Programs

ROLES	TASK	TASK DETAILS
Coordinator	On-Site Coordination	Oversee setup and ensure all logistical elements are in place according to the plan.
		Manage event timelines, schedules, and flow to ensure activities and sessions run smoothly.
		Address any issues or emergencies that arise, making quick decisions to resolve problems.

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Activities Committee	Implementation of Activities	Ensure all activity areas are set up according to plan and ready for participants.
Public Relation Committee	Promotion	Taking picture or videos during the program.
Logistics Committee	Logistics	Oversee the setup of the venue such as table, chairs are ready and ensuring everything is arranged according to plan.
Food Committee	Refreshment	Distribute the food and beverage according to the schedule.
Stage/Floor Manager	Flow Program	Ensure essential things are in place. Communicate with the cast and crew through headsets and intercoms. Address any issues or emergencies that arise during the performance.
Gifts Committee	Gifts/Souvenirs	Ensure gifts are organized and readily accessible for distribution.
Registration	Registration	Set up a registration desk to check in attendees and provide them with any necessary materials.
Usherettes	Welcoming participants/VIPs	Greet guests as they arrive at the venue with a warm and welcoming demeanor.
		Direct guests to their seats or designated areas, providing assistance if needed.
		Escort VIPs and special guests to designated areas or seats with discretion and professionalism.

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After Programs

ROLES	TASK
Coordinator	Conduct a debrief meeting with all committee heads to discuss successes, challenges, and areas for improvement. Prepare a comprehensive event report summarizing key metrics, attendee feedback, and financial outcomes. Begin initial planning for future events based on lessons learned.
Activities Committee	Evaluate activity effectiveness through participant surveys and feedback forms.
Public Relation Committee	Collect and organize photos and videos from the event for promotional purposes or internal documentation.
Logistics Committee	Conduct a thorough inventory check to account for all event equipment and materials. Evaluate transportation and storage needs for equipment return or disposal.
Food Committee	Coordinate with caterers or food vendors for any remaining invoices or outstanding payments.
Stage/Floor Manager	Ensure all event spaces are cleaned and restored to their original condition. Evaluate the effectiveness of stage and seating arrangements based on attendee feedback.
Gifts Committee	Take inventory of remaining gifts and organize storage.
Registration	Finalize attendee data and ensure accurate records for future reference. Evaluate registration procedures and software for improvements.
Usherettes	Prepare a report on any incidents or issues encountered during the event.

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