

**BUKU PANDUAN
EVENT PROJECT
(PROGRAM DIPLOMA
PENGURUSAN ACARA)**

**POLITEKNIK MALAYSIA
KEMENTERIAN PENDIDIKAN MALAYSIA**

EDISI 2018

ISI KANDUNGAN

| PERKARA | MS |
|--|-----------|
| PRAKATA | 1 |
| BAB 1 PENGENALAN | 2 |
| BAB 2 PERANAN DAN TANGGUNGJAWAB | 10 |
| BAB 3 PERANCANGAN PROJEK | 14 |
| BAB 4 PELAKSANAAN PROJEK | 16 |
| BAB 5 BUKU LOG | 25 |
| BAB 6 FORMAT PENULISAN KERTAS CADANGAN | 27 |
| BAB 7 LAPORAN PROJEK | 32 |
| PENUTUP | 37 |
| RUJUKAN | 38 |
| LAMPIRAN..... | 39 |
| LAMPIRAN A - BORANG PENDAFTARAN PROJEK..... | 39 |
| LAMPIRAN B – BORANG KEBENARAN KELUAR..... | 40 |
| LAMPIRAN C – CARTA GANTT <i>EVENT PROJECT</i> | 41 |
| LAMPIRAN D – BUKU LOG <i>EVENT PROJECT</i> | 43 |
| LAMPIRAN E – FORMAT KERTAS KERJA | 47 |
| LAMPIRAN F- FORMAT SURAT <i>EVENT PROJECT</i> | 59 |
| LAMPIRAN G – KERTAS CADANGAN KOLAORASI | 67 |
| LAMPIRAN H – CONTOH RUBRIK <i>EVENT PROJECT</i> | 85 |
| LAMPIRAN I – CONTOH RUBRIK <i>EVENT PLANNING</i> | 95 |
| AHLI JAWATANKUASA PENULISAN | 102 |

PRAKATA

Buku Panduan *Event Project* Pelajar Politeknik Malaysia (Program Diploma Pengurusan Acara) Edisi 2018, Kementerian Pendidikan Malaysia (KPM) merupakan rujukan dan panduan umum terutamanya kepada pensyarah dan pelajar serta semua pihak yang terlibat dalam penyediaan dan pelaksanaan kursus *event project* pelajar. Buku panduan ini memberi penjelasan mengenai penyediaan, pelaksanaan dan pelaporan *event project*. Ia juga bertujuan untuk menyelaraskan pelaksanaan *event project* pelajar di semua politeknik. Walau bagaimanapun, ianya tertakluk kepada keperluan serta kesesuaian kursus dan program di politeknik berkenaan.

Pelaksanaan kursus *event project* ini turut berfungsi sebagai platform bagi pelajar untuk mengembangkan potensi, mempamerkan keupayaan dan mempraktikkan segala ilmu yang telah dikuasai bagi mengeluarkan hasil kerja bermutu tinggi. Adalah menjadi harapan Politeknik Malaysia agar para pelajar dapat mempertingkatkan pengetahuan dan kemahiran dalam proses penggunaan sesuatu ilmu melalui percambahan fikiran dan penyelesaian masalah secara kreatif ke arah melahirkan graduan yang berketrampilan, kreatif dan kompeten serta mempunyai nilai kebolehpasaran yang tinggi yang mampu menyumbang tenaga untuk membantu pembangunan sektor ekonomi negara.



BAB 1

PENGENALAN

- 1.0 PENDAHULUAN**
- 1.1 DEFINISI ACARA**
- 1.2 DEFINISI PROJEK**
- 1.3 TUJUAN**
- 1.4 OBJEKTIF**
- 1.5 JENIS-JENIS ACARA**
- 1.6 SKOP PENGURUSAN ACARA**



BAB 1 : PENGENALAN

Buku Panduan *Event Project* ini merupakan rujukan pelaksanaan acara bagi pelajar Politeknik Malaysia berdasarkan kurikulum program pengajian Diploma Pengurusan Acara. Matlamat dan objektif pelaksanaan acara juga bergantung kepada pelbagai jenis acara yang dibangunkan. Pelaksanaan yang digariskan ini tertakluk kepada keperluan serta kesesuaian bagi kursus, program dan politeknik.

PENDAHULUAN

Kursus *event project* merupakan satu kursus wajib yang perlu dilaksanakan sebagai memenuhi syarat kelayakan penganugerahan bagi program pengajian Diploma Pengurusan Acara Politeknik Kementerian Pendidikan Malaysia (KPM). Kursus ini memberi ruang kepada pelajar dalam penganjuran acara yang memberi penekanan dalam penyelarasan sumber dan penyediaan teknikal. Pelajar telah merancang, mengurus dan melaksanakan acara bagi membangunkan kemahiran pelajar yang meliputi kemahiran kognitif dan kemahiran praktikal.

Pelaksanaan *event project* merangkumi semua proses pengajaran dan pembelajaran iaitu secara teoritikal, praktikal, pemantauan, penilaian dan lain-lain. Sepanjang pelaksanaan *event projek*, pelajar dibimbing oleh penyelia untuk meneroka pengetahuan dan kemahiran baharu. Pengurusan dan penyelarasan *event project* pelajar juga melibatkan kerjasama penyelar, pensyarah dan panel penilai. Justeru, penghasilan buku panduan ini adalah untuk dijadikan bahan rujukan dan panduan sepanjang pelaksanaan *Even Project* Pelajar Politeknik KPM. Di samping itu, buku panduan ini juga melampirkan contoh dokumen yang berkaitan dengan perancangan dan pelaksanaan *event project* pelajar.

DEFINISI ACARA

Industri acara merupakan industri yang dinamik yang memerlukan graduan mempamerkan pengetahuan, kemahiran dan kompetensi selaras dengan keperluan industri. Menurut Lynn Van Der Wagen (2007), *event* bermaksud :

- i. event : anything that happens, as distinguished from anything that exist or an occurrence, especially one of great importance.*
 - ii. special events : that phenomenon arising from those non routine occasions which have leisure, culture, personal or organizational objectives set apart from the normal activity of daily life, whose purpose is to educate, celebrate, entertain or challenge the experience of a group of people.*
-

- iii. *event Management : the process by which an event is planned, prepared, and produced. As with any other form of management, it encompasses the assessment, definition, acquisition, allocation, direction, control, and analysis of time, finances, personnel, products, services and other resources to achieve objectives.*

DEFINISI PROJEK

Projek merupakan aktiviti dan tugas bersiri yang ditetapkan sebagai latihan pembelajaran yang memerlukan pelajar melaksanakan penyelidikan dan pembelajaran sendiri. Projek mengaplikasikan pengetahuan, konsep dan kemahiran yang diperolehi sepanjang mengikuti program pengajian.

Ciri-ciri projek menurut Kerzner (2009) antaranya adalah:

- i. mempunyai objektif tertentu yang perlu disiapkan dengan spesifikasi tertentu.
- ii. mempunyai titik mula dan titik tamat yang jelas (tempoh masa tertentu).
- iii. melibatkan penggunaan sumber seperti modal, tenaga dan peralatan.

TUJUAN

Garis panduan pelaksanaan *event project* ini bertujuan untuk menyediakan satu panduan umum kepada pembangun dan pelaksana program pengajian Diploma Pengurusan Acara di Jabatan Pendidikan Politeknik dan Kolej Komuniti, Kementerian Pendidikan Malaysia.

OBJEKTIF

Objektif pelaksanaan *event project* adalah:

- I. menambahkan ilmu pengetahuan dalam bidang berkaitan.
 - II. Mengaplikasikan pengetahuan teori kepada amalan acara sebenar.
 - III. Menyediakan peluang untuk pelajar mempamerkan kreativiti dalam acara yang dianjurkan.
 - IV. Memupuk sikap kepimpinan, kebertanggungjawaban, autonomi dan berdikari pelajar
 - V. Menggalakkan penganjuran acara yang mempunyai nilai tambah kepada politeknik, komuniti, industri dan negara.
-

JENIS-JENIS ACARA

Jenis-jenis acara yang boleh dilaksanakan adalah seperti dalam jadual 1.1

Jadual 1.1 : Jenis-jenis acara

| Saiz Acara | Jenis Acara |
|---|--|
| <ul style="list-style-type: none">• <i>Mega Event</i>• <i>Hallmark Event</i>• <i>Major Event</i>• <i>Local Community Event</i> | <ul style="list-style-type: none">• <i>Meeting Event</i>• <i>Incentives Event</i>• <i>Conventions Event</i>• <i>Exhibitions Event</i>• <i>Special Event</i>• <i>Community Event</i> |

SKOP PENGURUSAN ACARA

Skop pengurusan acara yang diterjemahkan dalam *Event Management Body of Knowledge Project* digambarkan dalam Jadual 1.2

Jadual 1.2 : Skop Pengurusan Acara

| | |
|---|---|
| <i>Business & Corporate events</i> | <i>Any event that supports business objectives, including management functions, corporate communications, training, marketing, incentives, employee relations, and customer relations, scheduled alone or in conjunction with other events.</i> |
| <i>Cause-Related & Fundraising Events</i> | <i>An event created by or for a charitable or cause-related group for the purpose of attracting revenue, support, and/or awareness, scheduled alone or in conjunction with other events.</i> |
| <i>Exhibitions, Expositions & Fairs</i> | <i>An event bringing buyers and sellers and interested persons together to view and/or sell products, services, and other resources to a specific industry or the general public, scheduled alone or in conjunction with other events.</i> |
| <i>Entertainment & Leisure Events</i> | <i>A one-time or periodic, free or ticketed performance or exhibition event created for entertainment purposes, scheduled alone or in conjunction with other events.</i> |
| <i>Festivals</i> | <i>A cultural celebration, either secular or religious, created by and/or for the public, scheduled alone or in conjunction with other events. (Many festivals include bringing buyer and seller together in a festive atmosphere.)</i> |
| <i>Government & Civic Events</i> | <i>An event comprised of or created by or for political parties, communities, or municipal or national government entities, scheduled alone or in conjunction with other events.</i> |
| <i>Marketing Events</i> | <i>A commerce-oriented event to facilitate bringing buyer and seller together or to create awareness of a commercial product or service, scheduled alone or in conjunction with other events.</i> |

| | |
|--|---|
| <i>Meeting & Convention Events</i> | <i>The assembly of people for the purpose of exchanging information, debate or discussion, consensus or decisions, education, and relationship building, scheduled alone or in conjunction with other events.</i> |
| <i>Social/Life-Cycle Events</i> | <i>A private event, by invitation only, celebrating or commemorating a cultural, religious, communal, societal, or life-cycle occasion, scheduled alone or in conjunction with other events.</i> |
| <i>Sports Events</i> | <i>A spectator or participatory event involving recreational or competitive sport activities, scheduled alone or in conjunction with other events.</i> |

Sumber : Julia Rutherford Silvers, CSEP, Certified Special Events Professional



BAB 2

PERANAN DAN TANGGUNGJAWAB

- 2.0** **JAWATANKUASA *EVENT PROJECT* PERINGKAT
POLITEKNIK**
- 2.1** **PENYELIA *EVENT PROJECT***
- 2.2** **PELAJAR**
- 2.3** **PANEL PENILAI**

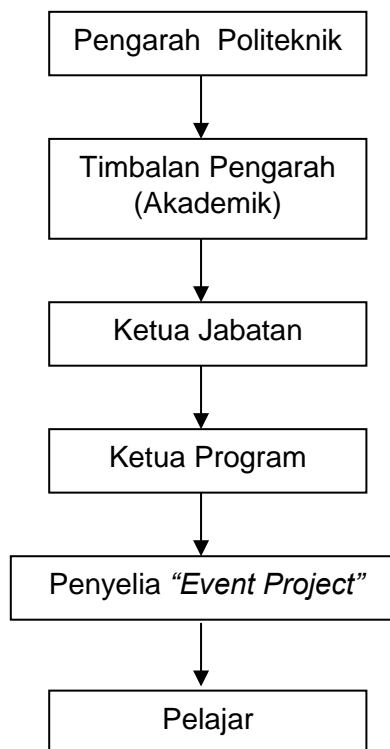


BAB 2 : PERANAN DAN TANGGUNGJAWAB

Pelaksanaan “*Event Project*” memerlukan proses pengurusan dan penyelarasan yang berkesan daripada semua pihak bagi memastikan acara yang dilaksanakan berimpak tinggi kepada jabatan, komuniti dan khususnya kepada para pelajar. Terdapat beberapa pihak yang akan terlibat di dalam proses pelaksanaan “*Event Project*”, antaranya penyelarasan projek yang mewakili jabatan dan dibantu oleh pensyarah selaku penyelia serta panel penilai projek. Bab ini menjelaskan peranan serta tanggungjawab pihak-pihak yang terlibat bagi memastikan pelaksanaan “*Event Project*” dijalankan dengan baik dan berkesan. Pelaksanaan yang digariskan ini tertakluk kepada keperluan serta kesesuaian bagi kursus, program dan politeknik.

2.0 JAWATANKUASA *EVENT PROJECT* PERINGKAT POLITEKNIK

Jawatankuasa ini terdiri dari Pengarah, Timbalan Pengarah (Akademik), Ketua Jabatan dan Penyelia “*Event Project*”.



Rajah 2.1 Carta Organisasi “*Event Project*”

2.1 PENYELIA “EVENT PROJECT”

Berikut merupakan tanggungjawab Penyelia “Event Project”:

- i. Menjadi pegawai perantara antara jabatan akademik dan pelajar
- ii. Menyediakan maklumat berkaitan “Event Project”.
- iii. Menyediakan jadual perancangan aktiviti “Event Project” sepanjang semester.
- iv. Menyediakan senarai nama ahli kumpulan projek pelajar berserta penyelia.
- v. Memberi taklimat kepada pelajar.
- vi. Membincang dan mengesahkan tajuk serta skop projek.
- vii. Memastikan tiada pertindihan dan pengulangan tajuk projek.
- viii. Membimbing dan menyelia pelajar supaya proses pembelajaran, pengisian pengetahuan dan perjalanan projek dapat dilaksanakan ke arah mencapai hasil pembelajaran yang ditetapkan.
- ix. Merekodkan kehadiran pelajar.
- x. Mengadakan pertemuan dan perbincangan dengan pelajar dan menyemak serta mengesahkan rumusan kemajuan projek sepanjang semester menggunakan buku log (**rujuk BAB 5 BUKU LOG**).
- xi. Membantu dan membimbing pelajar ketika berurusan dengan pihak luar.
- xii. Memantau dan menyelia perjalanan acara agar selari dengan perancangan dan peraturan politeknik.
- xiii. Memastikan pelajar mematuhi langkah-langkah keselamatan ketika menjalankan acara.
- xiv. Menjalankan sesi “post mortem” setelah acara selesai dijalankan.
- xv. Menilai projek pelajar di bawah seliaan.
- xvi. Memastikan markah direkodkan di dalam sistem.
- xvii. Menangani isu atau masalah berbangkit.

2.2 PELAJAR

Berikut merupakan tanggungjawab pelajar:

- i. Berusaha mencapai kualiti dan hasil pembelajaran mengikut kriteria penilaian yang ditetapkan.
- ii. Membuat kajian awal dalam menentukan jenis acara, penglibatan pelbagai pihak termasuk komuniti setempat serta impak kepada peserta dan penganjur.
- iii. Memilih acara yang menyumbang kepada komuniti dan digalakkan mengadakan kolaborasi dengan pihak-pihak yang berkenaan.
- iv. Menyediakan kertas cadangan "*Event Projek*" bagi mendapatkan kelulusan menganjurkan acara dari pihak pengurusan Politeknik.
- v. Mengadakan perbincangan dengan penyelia serta pihak luar yang terlibat secara berkala.
- vi. Merekod kemajuan projek dalam buku log dan mendapatkan pengesahan penyelia.
- vii. Menganjurkan acara mengikut perancangan dan memastikan pelaksanaan acara mengikut etika dan peraturan politeknik.
- viii. Mematuhi prosedur dan peraturan keselamatan, kesihatan dan etika ketika mengelolakan acara.
- ix. Melaksanakan tanggungjawab sebagai ahli kumpulan mengikut tugas yang telah ditetapkan.
- x. Menyediakan laporan akhir dan membuat pembentangan bagi sesi "*post mortem*" kepada penyelia "*Event Project*".

2.3 PANEL PENILAI

Panel penilai adalah terdiri daripada para penyelia "*Event Project*" dan pensyarah bidang Pengurusan Acara yang pakar dalam bidang Pengurusan Acara. Berikut merupakan tanggungjawab panel penilai projek:

- i. Menilai pembentangan laporan akhir/ projek pelajar dengan menggunakan borang pemarkahan atau rubrik mengikut program.
- ii. Mengembalikan borang tersebut kepada penyelaras pada tarikh yang ditetapkan.



BAB 3

PERANCANGAN *EVENT PROJECT*

3.0 **PERATURAN *EVENT PROJECT***

3.1 **KEPERLUAN *EVENT PROJECT***

BAB 3: PERANCANGAN EVENT PROJECT

Bab ini menyenaraikan peraturan-peraturan pelaksanaan *Event Project* yang perlu diikuti serta keperluan sepanjang pelaksanaan *event project* seperti penggunaan buku log, carta Gantt dan pembiayaan. Pelaksanaan yang digariskan ini tertakluk kepada keperluan serta kesesuaian bagi kursus, program dan politeknik.

3.0 PERATURAN EVENT PROJECT

Berikut merupakan peraturan yang perlu dipatuhi dalam pelaksanaan kursus *event project*:

i. Pendaftaran projek:

- a) Pelajar yang mendaftar kursus event project sahaja yang dibenarkan untuk melaksanakan projek yang berkenaan.
- b) Pelajar dibenarkan mendaftar kursus projek setelah memenuhi pra-syarat kursus bergantung kepada keperluan program.

ii. Surat pengesahan pelajar

Pelajar perlu mendapatkan pengesahan sebagai pelajar Politeknik dari Jabatan Hal Ehwal Pelajar (JHEP) sebelum memulakan proses pelaksanaan projek.

iii. Surat kebenaran menjalankan tugas luar

Pelajar perlu mendapatkan kebenaran menjalankan tugas luar daripada Ketua Jabatan **(rujuk Lampiran B)**.

3.1 KEPERLUAN EVENT PROJECT

i. Penggunaan Buku Log

Pelajar perlu merekodkan sebarang perancangan dan aktiviti sepanjang pelaksanaan projek di dalam buku log yang disediakan **(rujuk BAB 5 BUKU LOG)**.

ii. Carta Gantt projek

Pelajar perlu menggunakan carta Gantt **(rujuk LAMPIRAN C)** untuk merancang projek yang akan dilaksanakan.

iii. Pembiayaan

- a) Sebarang kos projek yang terlibat adalah ditanggung oleh pelajar.
- b) Peruntukan aktiviti pelajar (pameran, pertandingan projek dalam dan luar, seminar dan lain-lain) boleh dimohon daripada politeknik tertakluk kepada peruntukan kewangan semasa.



BAB 4

PELAKSANAAN *EVENT PROJECT*

- 4.0 **CARTA ALIR PELAKSANAAN *EVENT PROJECT***
- 4.1 **TAKLIMAT**
- 4.2 **PEMBENTUKAN KUMPULAN *EVENT PROJECT***
- 4.3 **PEMILIHAN JENIS ACARA**
- 4.4 **PENYEDIAAN KERTAS CADANGAN**
- 4.5 **SEMAKAN KERTAS CADANGAN**
- 4.6 **PEMBENTANGAN/PENILAIAN KERTAS CADANGAN**
- 4.7 **PENETAPAN *EVENT PROJECT* YANG AKAN DILAKSANAKAN**
- 4.8 **PELAKSANAAN *EVENT PROJECT***
- 4.9 **PENGHASILAN LAPORAN AKHIR**
- 4.10 **PEMBENTANGAN DAN PENILAIAN**
- 4.11 **PENYERAHAN LAPORAN AKHIR**
- 4.12 **CARTA ALIR**

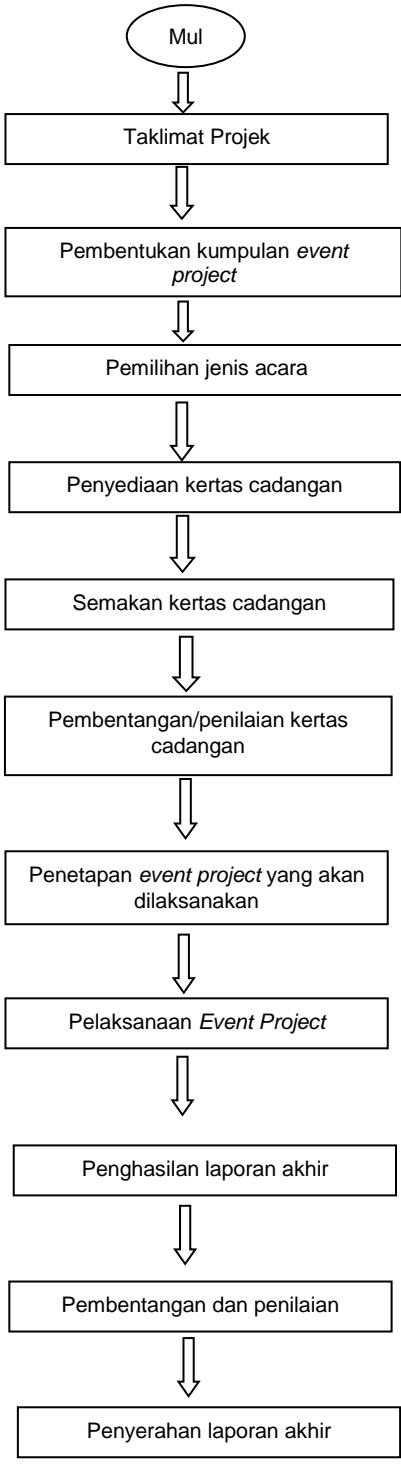
BAB 4 : PELAKSANAAN *EVENT PROJECT*

Bab ini menerangkan secara keseluruhan aktiviti-aktiviti pelaksanaan *event project* yang akan dijalankan. Ianya juga dilengkapi dengan panduan penulisan rubrik yang dapat membantu dalam proses membangunkan skema pemarkahan projek pelajar. Pelaksanaan yang digariskan ini tertakluk kepada keperluan serta kesesuaian bagi kursus, program dan politeknik.

4.0 CARTA ALIR PELAKSANAAN *EVENT PROJECT*

Pelaksanaan *event project* dari awal hingga ke akhir perlu melalui proses dan prosedur yang telah ditetapkan dalam kurikulum program masing-masing. Rujuk carta alir 4.1 dan penerangan setiap peringkat di bawah bagi pelaksanaan *event project*:

- a. Taklimat
- b. Pembentukan kumpulan *event project/planning*
- c. Pemilihan jenis acara
- d. Penyediaan kertas cadangan
- e. Semakan kertas cadangan
- f. Pembentangan/ penilaian kertas cadangan
- g. Penetapan *event project* yang akan dilaksanakan
- h. Pelaksanaan *event project*
- i. Penghasilan laporan akhir
- j. Pembentangan dan penilaian
- k. Penyerahan laporan akhir

| Carta Alir Projek | Pelaksana | Rujukan |
|--|---|---|
|  <pre> graph TD Start([Mul]) --> Step1[Taklimat Projek] Step1 --> Step2[Pembentukan kumpulan event project] Step2 --> Step3[Pemilihan jenis acara] Step3 --> Step4[Penyediaan kertas cadangan] Step4 --> Step5[Semakan kertas cadangan] Step5 --> Step6[Pembentangan/penilaian kertas cadangan] Step6 --> Step7[Penetapan event project yang akan dilaksanakan] Step7 --> Step8[Pelaksanaan Event Project] Step8 --> Step9[Penghasilan laporan akhir] Step9 --> Step10[Pembentangan dan penilaian] Step10 --> Step11[Penyerahan laporan akhir] </pre> | <p>Penyelaras Projek</p> <p>Pelajar</p> <p>Pelajar</p> <p>Pelajar</p> <p>Penyelaras Projek</p> <p>Pelajar/Panel Penilai</p> <p>Pelajar</p> <p>Pelajar</p> <p>Pelajar</p> <p>Pelajar</p> | <p>Bab 7 Format Penulisan</p> <p>Lampiran F Contoh Rubrik</p> <p>Bab 7 Format Penulisan</p> <p>Lampiran F Contoh Rubrik</p> |

4.1 Carta Alir Pelaksanaan Projek

4.1 TAKLIMAT

Penyelaras *event project* akan menyampaikan taklimat projek kepada penyelia projek dan pelajar pada minggu pertama sesi pengajian. Penerangan ini bagi memastikan semua pihak yang terlibat mendapat maklumat yang jelas dan selaras terhadap tugas serta tanggungjawab masing-masing ke arah pelaksanaan event project pelajar yang berkualiti, dan mempunyai nilai komersial. Isi kandungan taklimat yang dicadangkan adalah seperti berikut:

- a. *Course Outline* (CLO, PLO, AST) berdasarkan dokumen kurikulum yang disediakan oleh penyelaras kursus/ ketua program.
- b. Jenis-jenis acara yang dicadangkan.
- c. Penetapan jenis acara.
- d. Pengagihan pelajar mengikut penyelia.
- e. Penulisan kertas cadangan dan carta *Gantt*.
- f. Pembentangan dan penilaian kertas cadangan.
- g. Buku log pelajar.
- h. Pelaksanaan *event project*.
- i. Pelaporan, pembentangan dan laporan akhir projek.

4.2 PEMBENTUKAN KUMPULAN EVENT PROJECT

Pelajar perlu menyenaraikan ahli kumpulan masing-masing dengan menggunakan borang pendaftaran projek (**rujuk LAMPIRAN A**) berdasarkan senarai yang disediakan oleh penyelaras projek.

4.3 PEMILIHAN JENIS ACARA

Pelajar perlu mengemukakan borang pendaftaran projek untuk memilih jenis acara dan penyelia projek selewat-lewatnya pada minggu ketiga sesi pengajian bergantung kepada pindaan semasa. Jenis acara yang dipilih perlu memenuhi skop dan selaras dengan silibus kursus event project. Cetusan idea projek akhir pelajar adalah daripada pelajar sendiri, penyelia, komuniti setempat atau kolaborasi industri. Penyelia event project perlu mengesahkan jenis acara yang telah dipilih oleh pelajar. Jenis acara merupakan acara yang telah dipersetujui oleh penyelia, dan pelajar bagi menepati kriteria-kriteria seperti:

- a. Berpandukan kehendak industri (industry-driven) dan boleh dikomersialkan.
- b. Acara yang melibatkan komuniti.
- c. Mempertimbangkan elemen kelestarian.

4.4 PENYEDIAAN KERTAS CADANGAN

Pelajar perlu menghasilkan kertas cadangan projek bergantung kepada keperluan program dan boleh merujuk panduan kertas cadangan projek (*rujuk BAB 6 FORMAT PENULISAN*).

4.5 SEMAKAN KERTAS CADANGAN

Penyelia projek harus menyemak kertas cadangan projek yang telah disediakan oleh pelajar sebelum penghasilan projek. Maklumat yang berkaitan boleh merujuk panduan kertas cadangan projek (*rujuk BAB 6 FORMAT PENULISAN*).

4.6 PEMBENTANGAN/PENILAIAN KERTAS CADANGAN

Pelajar perlu membentangkan kertas cadangan projek kepada panel penilai. Panel penilai akan menilai kertas cadangan projek pelajar dengan merujuk cadangan rubrik yang dilampirkan (*rujuk LAMPIRAN H*).

4.7 PENETAPAN *EVENT PROJECT* YANG AKAN DILAKSANAKAN

Pelajar perlu membincangkan dan bersetuju dengan perancangan *event project* yang akan dilaksanakan berdasarkan kepada perkara-perkara yang disenaraikan melalui sesi brainstorming:

1. Jenis acara
2. Konsep acara
3. Aktiviti
4. Rekabentuk program/acara
5. Strategi pemasaran
6. Kolaborasi, sumbangan dan tajaan (*rujuk LAMPIRAN G*)
7. Pembentukan Jawatankuasa dan skop tugas yang bersesuaian
8. Penyediaan anggaran belanjawan
9. Penyediaan kertas cadangan berdasarkan maklumat yang dipersetujui dalam proses brainstorming. Format kertas cadangan merujuk kepada (*rujuk LAMPIRAN E : Format Penulisan*). Hanya satu kertas cadangan yang perlu disediakan dalam kursus *Event Project* ini.

4.8 PELAKSANAAN *EVENT PROJECT*

Pelaksanaan *event project* adalah bergantung kepada kelulusan kertas kerja yang telah ditandatangani oleh **pihak pengurusan politeknik** (Pengarah / Timbalan Pengarah Akademik / Ketua Jabatan). Pelajar perlu melaksanakan *event project* merujuk kepada setiap perancangan yang ada dalam kertas cadangan yang telah diluluskan. Proses pelaksanaan mestilah disokong

dengan dokumen serta prosedur tertentu yang telah disediakan, merujuk kepada Garis Panduan Pelaksanaan *Event Project*. Antara dokumen serta prosedur yang perlu disediakan adalah:

1. Carta Gantt yang menunjukkan cadangan pelaksanaan tugas setiap pelajar.
2. Skop tugas setiap AJK
3. Borang, surat atau memo.
4. Senarai semak
5. Apa sahaja dokumen yang berkaitan dengan skop tugas setiap pelajar.

4.9 PENGHASILAN LAPORAN AKHIR

Pelajar perlu menyediakan laporan akhir pelaksanaan *event project* yang telah dilaksanakan. Antara perkara yang perlu dilaporkan ialah:

- a. Proses pelaksanaan sebelum, semasa dan selepas acara tamat dalam bentuk bertulis dan disokong oleh gambar-gambar serta video.
- b. Penyata kewangan
- c. Analisis SWOT
- d. Rumusan dan Cadangan Penambahbaikan

4.10 PEMBENTANGAN DAN PENILAIAN

Pelajar perlu membentangkan dapatan *event project* mengikut rubrik silibus program masing-masing untuk tujuan penilaian (rujuk LAMPIRAN H). Proses penilaian pelaksanaan projek dilakukan sepanjang semester. Pencapaian pelajar diukur berdasarkan *Assessment Specification Table (AST)*. Penilaian dilaksanakan oleh penyelia dan panel penilai yang dilantik. Panel penilai dari setiap jabatan atau institusi luar akan dilantik untuk menilai pembentangan projek pelajar. Pemilihan tempat dan masa yang sesuai akan ditentukan oleh penyelaras projek jabatan. Penilaian adalah menggunakan borang pemarkahan projek beserta rubrik (contoh rubrik seperti di LAMPIRAN H) yang berkaitan mengikut program. Kriteria penilaian adalah seperti berikut:

- a) Peer assessment
- b) Project implementation
 - *Teamwork and leadership*
 - *Communication skills*
 - *Critical thinking and problem solving*
 - *Portfolio*
 - *Event execution*
 - *Panel evaluation*

c) Final presentation

d) Final report

* *Rubrik boleh diubahsuai mengikut kesesuaian program/kursus.*

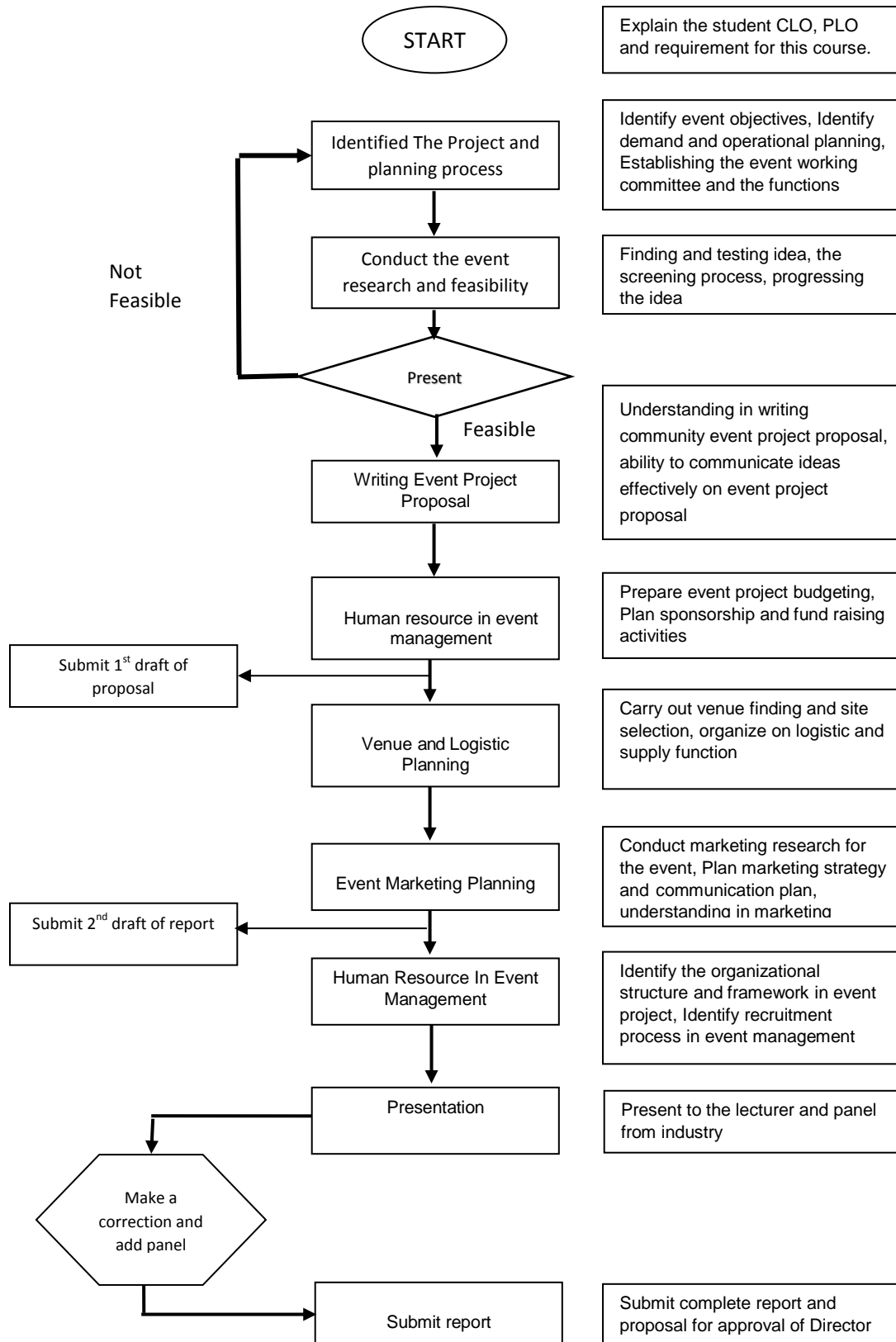
4.11 PENYERAHAN LAPORAN AKHIR

Laporan akhir perlu diserahkan kepada Penyelia Projek dalam tempoh *tiga minggu* selepas pelaksanaan *event project*.

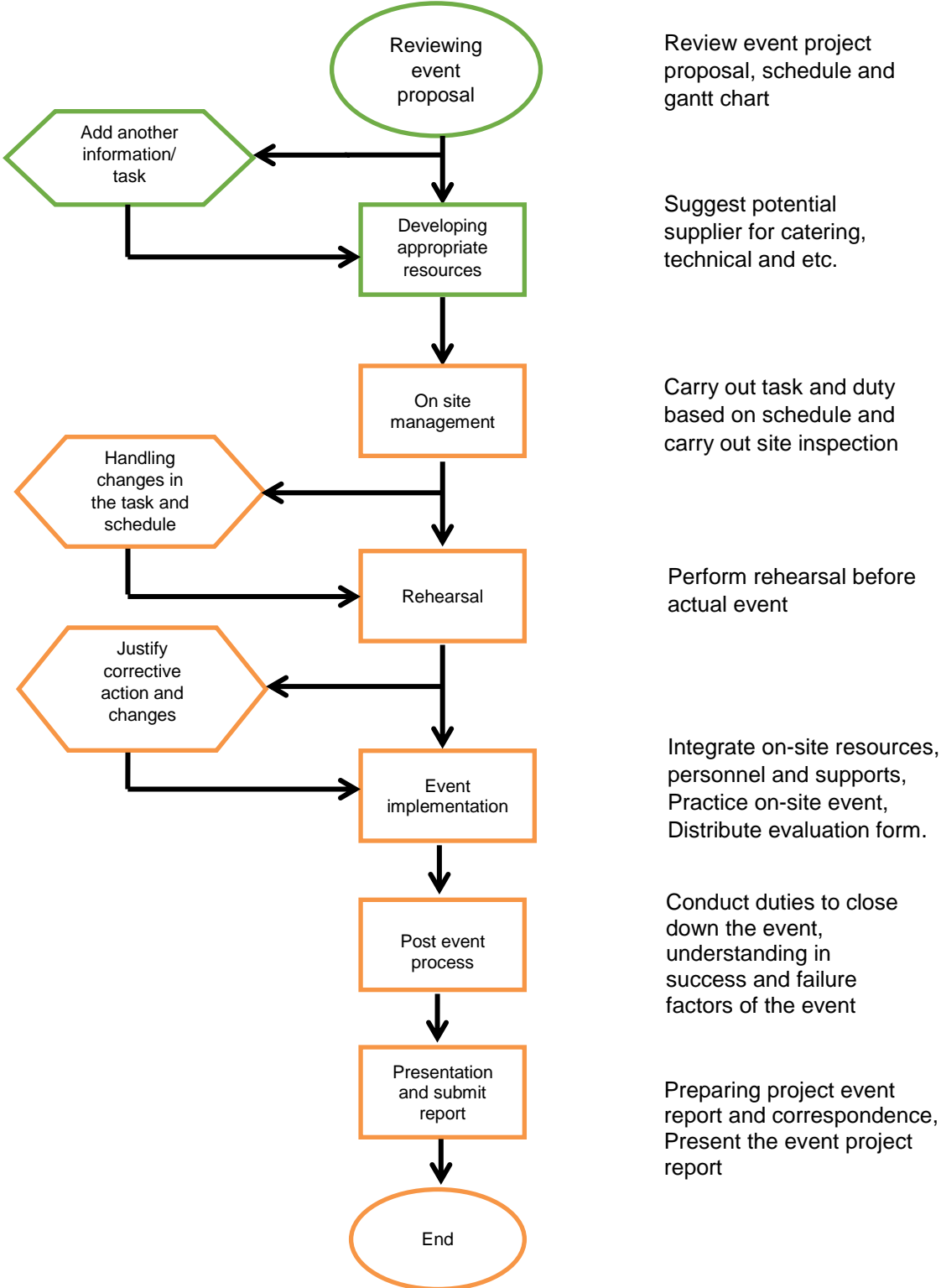
4.12 CARTA ALIR

Berikut adalah carta alir bagi *event planning* dan *event project* yang dijadikan sebagai panduan di Politeknik Malaysia bagi menjayakan pelaksanaan program.

CARTA ALIR DTE 3014-EVENT PLANNING



**CARTA ALIR
DTE6044 - EVENT PROJECT**





BAB 5

BUKU LOG

- 5.0 PENGENALAN**
- 5.1 PANDUAN PENGGUNAAN BUKU LOG**

BAB 5 : BUKU LOG

5.0 PENGENALAN

Merujuk kepada Buku Panduan Projek Pelajar (Program Diploma) Politeknik Malaysia Edisi 2016, buku Log projek disediakan khas untuk pelajar mencatat setiap aktiviti kerja/ penemuan baru dan tugas yang akan/telah dijalankan sepanjang tempoh pelaksanaan projek. Buku ini juga merupakan salah satu kaedah untuk pihak jabatan mengenalpasti dan menilai sikap, inisiatif dan kemajuan projek pelajar. Setiap pelajar perlu melengkapkan buku log sama ada projek dijalankan secara individu atau berkumpulan. Laporan yang ditulis perlu jelas dan terperinci bagi tujuan penilaian oleh penyelia atau panel penilai. Contoh format lengkap buku log untuk projek akhir Diploma Pengurusan Acara seperti di **LAMPIRAN D**.

5.1 PANDUAN PENGGUNAAN BUKU LOG

Berikut merupakan arahan dalam penggunaan buku log:

- i) Pelajar perlu membawa buku log pada setiap pertemuan dan perbincangan bersama penyelia projek.
- ii) Pelajar perlu mencatat segala aktiviti yang bakal dilaksanakan atau segala perbincangan di dalam buku log pada setiap pertemuan bersama penyelia projek.
- iii) Catatan di dalam buku log perlulah selari dengan carta Gantt.
- iv) Buku log yang telah dikemas kini perlu diserahkan kepada penyelia projek masing-masing untuk disemak dan disahkan pada setiap minggu.
- v) Buku log yang telah dikemaskini perlu diserahkan bersama-sama laporan akhir projek untuk dinilai oleh penyelia projek pada akhir semester.



BAB 6

FORMAT PENULISAN KERTAS CADANGAN

6.0 KERTAS CADANGAN

6.1 KERTAS KERJA PENAJAAN/KOLABORASI

BAB 6 : FORMAT PENULISAN KERTAS CADANGAN

6.0 KERTAS CADANGAN

Penyediaan kertas kerja amat penting kerana ia akan menentukan hala tuju sesuatu majlis/acara yang akan diadakan. Format penyediaan kertas kerja mengandungi perkara-perkara berikut:

1.0 PENGENALAN

Bahagian ini wajib mengandungi perkara berikut :

- i) Latarbelakang program
- ii) Menerangkan secara menyeluruh aktiviti yang dijalankan.
- iii) Kursus/program yang terlibat (jika berkaitan)
- iv) Tujuan program dilaksanakan.

2.0 OBJEKTIF

Bahagian ini wajib mengandungi perkara berikut :

- i) Menyatakan domain hasil pembelajaran yang terlibat (kognitif, psikomotor dan kemahiran insaniah – rujuk 8 domain MQF) ATAU
- ii) Hubungkait dengan CLO atau PLO yang terlibat secara terus dengan aktiviti yang dijalankan (jika berkaitan dengan kurikulum)
- iii) Matlamat atau tujuan pelaksanaan sesuatu acara dijalankan

3.0 IMPAK

Bahagian ini wajib mengandungi impak seperti berikut :

- i) Keberkesanan dalam kos ATAU
- ii) Peningkatan kemahiran dan kebolehpasaran ATAU
- iii) Nilai kemasyarakatan ATAU
- iv) Nilai keusahawanan ATAU
- v) Peningkatan Pembelajaran Sepanjang Hayat ATAU
- vi) Mana-mana yang berkaitan yang relevan dengan konsep National Blue Ocean Strategy (NBOS).

4.0 BUTIRAN *AKTIVITI / *PROGRAM

- 4.1 Tarikh Pelaksanaan
- 4.2 Masa
- 4.3 Tempat

4.4 Anjuran

4.5 Sasaran Peserta : **Sila rujuk Lampiran xxx.**

4.6 Penceramah : (jika berkaitan)

Nama Pegawai :

Jawatan/Gred :

Nama Jabatan/ Institusi/ :

Firma/ Industri

Alamat :

4.7 Lokasi Lawatan : (jika berkaitan)

4.8 Pensyarah / Pegawai Pengiring : (jika berkaitan)

Lawatan ini akan diketuai oleh 5 orang pensyarah pengiring. Sila rujuk Lampiran xxx.

4.9 Pengangkutan : (jika berkaitan)

Pengangkutan daripada Politeknik Merlimau menuju ke Sungai Besi dan sekitarnya adalah dengan menaiki bas Politeknik Merlimau.

4.10 Makanan dan Minuman : (jika berkaitan)

Peruntukan perbelanjaan makan dan minum pelajar adalah sebanyak RM xxx seorang dan akan imohon melalui peruntukan aktiviti pelajar. Sila rujuk Jadual Anggaran Perbelanjaan.

4.11 Aspek Keselamatan : (jika berkaitan)

4.12 Penampilan Diri : (jika berkaitan)

5.0 TENTATIF *AKTIVITI / *PROGRAM

6.0 AHLI JAWATAN KUASA

7.0 ANGARAN PERBELANJAAN

8.0 PENUTUP

Bahagian ini wajib mengandungi perkara berikut :

i) Ulasan pencapaian objektif.

ii) Ulasan Impak program/aktiviti

iii) Hubungkait dengan pihak yang kerjasama/terlibat/peserta.(jika berkaitan)

9.0 TANDATANGAN

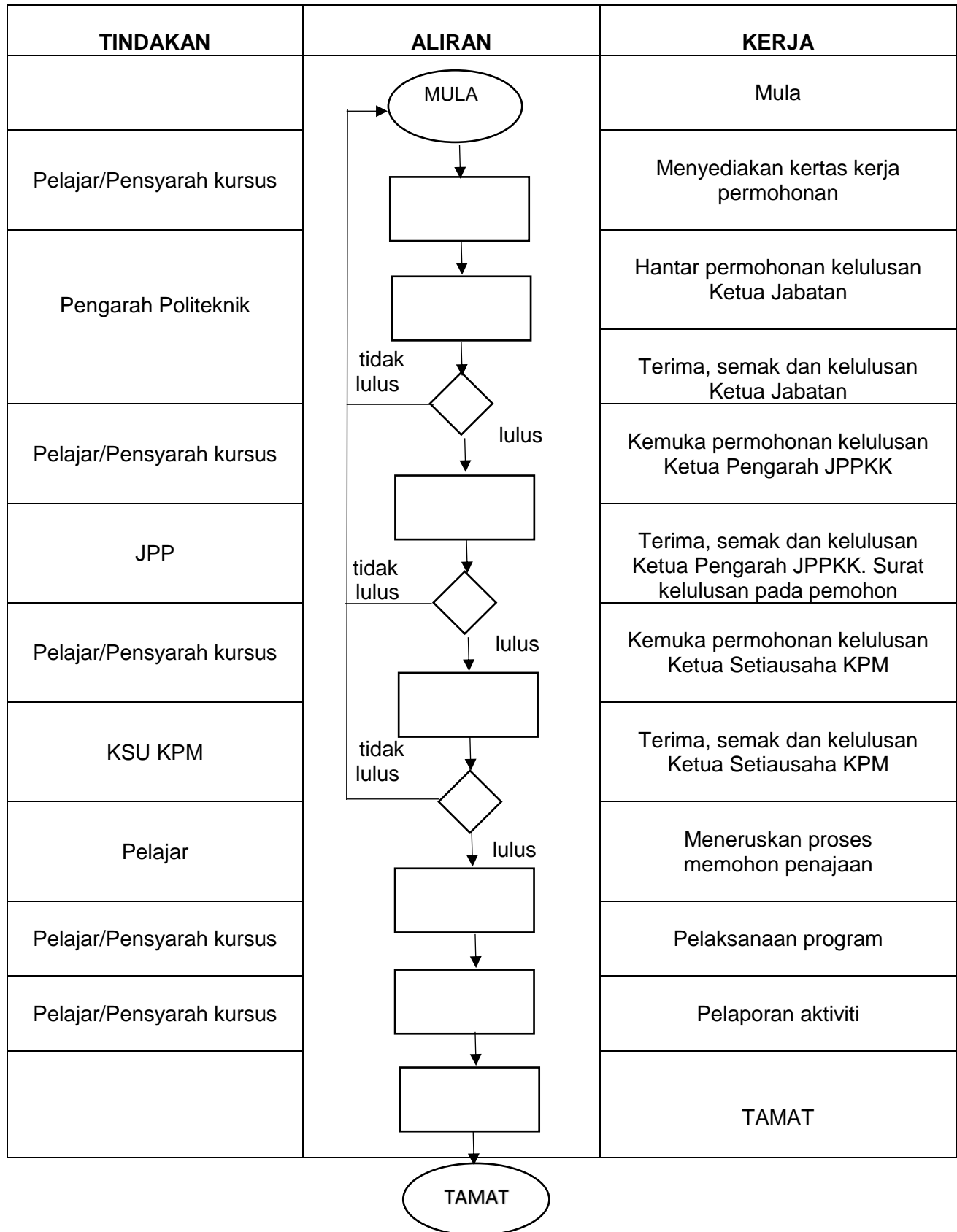
6.1 CADANGAN KERTAS KERJA PENAJAAN/KOLABORASI

Kertas kerja penajaan/kolaborasi mengandungi maklumat berikut:-

- 1.0 Pengenalan
- 2.0 Rekod acara yang pernah dilaksanakan sebelum ini
- 3.0 Maklumat Penganjuran
 - 3.1 Objektif
 - 3.2 Impak (kepada pihak penaja dan kolaborasi)
 - 3.3 Pelaksanaan Program (Tarikh/ Masa/Tempat)
 - 3.4 Penyertaan
 - 3.5 Aktiviti yang dijalankan dan aktiviti sampingan
- 4.0 Peta Lokasi
- 5.0 Jawatankuasa Penganjur
- 6.0 Tentatif Program
- 7.0 Reka Bentuk
 - 7.1 Bahan-bahan Promosi (banner/bunting/poster/flyers etc)
 - 7.2 Pentas
 - 7.3 Photobooth etc.
- 8.0 Lakaran Tapak Acara
- 9.0 Bentuk Penajaan
 - 9.1 Kewangan
 - 9.2 Barangan
 - 9.3 Peralatan
 - 9.4 Sebarang bentuk penajaan lain
- 10.0 Pakej Penajaan (Faedah penajaan)
 - 10.1 Bergantung kepada Polteknik (Contoh seperti Lampiran 1)
- 11.0 Penutup

Contoh kertas kerja penajaan atau kolaborasi seperti di **LAMPIRAN J**.

Carta Alir Permohonan Kelulusan Kertas Kerja dan Penajaan





BAB 7

LAPORAN *EVENT PROJECT*

- 7.0 KANDUNGAN LAPORAN**
- 7.1 FORMAT UMUM LAPORAN EVENT PROJECT**
- 7.2 HAD LAPORAN**

BAB 7 : LAPORAN PROJEK

Laporan projek merupakan nukilan asli yang perlu dihasilkan oleh setiap kumpulan projek. Ia merupakan penulisan yang perlu disediakan dengan terperinci melibatkan keseluruhan projek. Berikut merupakan kandungan laporan yang dicadangkan dalam penghasilan laporan projek.

Laporan projek terdiri daripada :

- i. Halaman tajuk
- ii. Penghargaan
- iii. Senarai kandungan
- iv. Senarai jadual
- v. Senarai rajah
- vi. Bab 1 Latar belakang projek
- vii. Bab 2 Proses dalam projek
- viii. Bab 3 Pelaksanaan projek
- ix. Bab 4 Perbelanjaan dan bajet
- x. Bab 5 Penilaian dan analisa
- xi. Bab 6 Cadangan dan penambahbaikan
- xii. Lampiran

7.0 KANDUNGAN LAPORAN

Contoh kandungan laporan adalah seperti berikut:

PERAKUAN KEASLIAN DAN HAK MILIK

PENGHARGAAN

ABSTRAK

SENARAI KANDUNGAN

SENARAI JADUAL

BAB 1 LATAR BELAKANG PROJEK

- 1.1 Pendahuluan
- 1.2 Objektif
- 1.3 Tarikh, lokasi, aktiviti, kehadiran
- 1.4 Tentatif program
- 1.5 Carta organisasi

BAB 2 PROSES DALAM PROJEK

- 2.2 Pengurusan logistik
- 2.3 Pengurusan tapak acara
- 2.4 Pengurusan sumber manusia
- 2.3 Struktur organisasi
- 2.4 Struktur pemasaran

BAB 3 PERLAKSANAAN PROJEK

- 3.1 Sebelum semasa dan selepas acara
- 3.2 Deskripsi kerja biro
- 3.3 Pelaksanaan kerja di tapak acara
- 3.4 Senarai semak , garis masa dan carta gantt

BAB 4 PERBELANJAAN DAN KEWANGAN

- 4.1 Analisis perbelanjaan
- 4.2 Analisis pendapatan
- 4.3 Penajaan dan pengumpulan dana
- 4.4 Pelan perbelanjaan untuk acara akan datang

BAB 5 PENILAIAN DAN ANALISA

- 5.1 Analisa SWOT
- 5.2 Borang kaji selidik
- 5.3 Impak kepada sosial dan komunti

BAB 6 RUMUSAN DAN CADANGAN PENAMBAHBAIKAN

- 6.1 Cadangan untuk acara akan datang
- 6.2 Rumusan keseluruhan projek

LAMPIRAN

7.1 FORMAT UMUM LAPORAN *EVENT PROJECT*

Berikut adalah format untuk menyediakan kertas cadangan dan laporan projek. Kesesuaian penulisan projek perlu dirujuk kepada penyelia projek yang berkenaan. Maklumat lanjut dalam bentuk ilustrasi seperti di LAMPIRAN H.

7.1.1 Kertas dan Saiz

Kertas yang berwarna putih saiz A4 (210 mm x 297 mm) yang bermutu tinggi (80 gram).

7.1.2 Jidar

Jidar adalah sama bagi tiap-tiap muka surat dan ukurannya seperti yang berikut: i. Bahagian atas : 25mm ii. Bahagian bawah : 25mm iii. Bahagian kiri : 38mm iv. Bahagian kanan : 25mm

7.1.3 Penomboran Halaman

Setiap halaman dalam “bahagian permulaan” seperti penghargaan, senarai kandungan, senarai jadual dan sebagainya perlu dinomborkan dengan angka kecil Roman (i, ii, iii, iv dan lain-lain) kecuali pada halaman tajuk nombor Roman (i) perlu dihilangkan.

7.1.4 Penomboran Bab dan Bahagian Dalam Bab

Bab dan bahagian dalam bab perlu dinomborkan. Struktur penomboran bahagian dalam bab boleh disusun mengikut urutan tahap subtajuk dan tidak melebihi tiga aras.

7.1.5 Jadual dalam Bahagian Laporan

Jadual yang dimuatkan ke dalam teks perlu dinomborkan dengan angka. Setiap jadual diberi tajuk yang diletakkan di atas jadual tersebut pada jarak satu baris. Nombor jadual hendaklah dikaitkan dengan bab. Jadual sebaik-baiknya diletakkan selepas sahaja dirujuk buat kali pertama dalam teks dan disenaraikan dalam halaman Senarai Jadual

7.1.6 Rajah dalam Bahagian Laporan

Bahan ilustrasi seperti peta, carta, lukisan, graf, gambarajah dan gambar disebut “Rajah”. Setiap rajah hendaklah jelas dan diberi nombor. Tajuk rajah diletak di bawah ilustrasi pada jarak satu baris. Nombor rajah perlu dikaitkan dengan bab (Contoh Rajah 2.4 bagi rajah ke – 4 dalam Bab 2). Rajah sebaik-baiknya diletak selepas sahaja dirujuk buat kali pertama dalam teks dan disenaraikan dalam halaman Senarai Rajah.

7.1.7 Tulisan

Format tulisan disarankan seperti berikut: i. Tulisan ditaip dengan menggunakan font huruf "Times New Roman" sahaja. ii. Saiz huruf yang digunakan dalam teks hendaklah bersaiz 12 sahaja. iii. Gunakan huruf besar untuk menulis setiap permulaan Nombor Bab dan Tajuk Bab. iv. Nombor Bab dan Tajuk Bab dengan menggunakan "Bold", font bersaiz 14. v. Mulakan dengan mukasurat baru bagi setiap permulaan BAB (Contoh BAB 1 PENGENALAN) vi. Semua teks perlu dalam format "Justified". vii. Jarak antara nombor bab dengan tajuk bab; tajuk bab dengan baris pertama teks dan subtajuk dengan baris pertama teks selepasnya ialah 1.5 langkau/ spacing. viii. Mulakan subtajuk berserta nombornya dari jidar kiri. ix. Mulakan baris pertama perenggan dengan ensotan - 0.5" (indent - 0.5"). x. Jarak antara baris (line spacing) ialah 1.5 langkau (1.5 spacing). xi. Format "Italic" adalah perlu bagi semua istilah selain daripada bahasa penulisan laporan.

7.2 Had Laporan

Bilangan muka surat laporan projek bergantung kepada program

7.2.1 Had Laporan

Bilangan muka surat laporan projek bergantung kepada program masing-masing. Had ini hanyalah untuk teks sahaja tidak termasuk bahagian hadapan, rujukan dan lampiran.

7.2.2 Muka Hadapan

Muka hadapan laporan disarankan bersaiz 14 hingga 18 Times New Roman.

7.2.3 Halaman Tajuk

Perkara yang perlu ada dalam halaman tajuk.

7.2.4 Perakuan Keaslian dan Hak Milik

Halaman ini menyatakan perakuan keaslian dan hak pemilikan hasil projek.

7.2.5 Penghargaan

Halaman ini hendaklah ditulis dalam satu muka surat sahaja. Penghargaan dirakamkan kepada orang perseorangan atau organisasi yang telah memberikan bantuan dalam penyediaan projek.

7.2.6 Abstrak

Abstrak hendaklah ditulis dalam dua bahasa iaitu Bahasa Melayu dan diikuti oleh terjemahannya dalam Bahasa Inggeris di muka surat yang berikutnya. Abstrak mesti ringkas, ditulis dalam satu perenggan serta tidak melebihi 200 perkataan dalam satu muka surat sahaja. Bahagian ini perlu

menyatakan dengan ringkas bidang kajian projek, masalah yang hendak diselesaikan, cara penyelesaian, proses penyelidikan dan keputusan yang diperolehi. Abstrak hendaklah ditulis satu langkau sahaja dalam satu perenggan (single spacing).

7.2.7 Halaman Senarai

Kandungan Halaman kandungan perlu dimulakan pada halaman baru dan mengandungi senarai bahan yang terdapat dalam projek, iaitu Bahagian, Bab dan pecahan-pecahan utama daripada bab-bab berkenaan. Tajuk-tajuk berkenaan hendaklah sama seperti yang terdapat dalam laporan projek.

7.2.8 Halaman Senarai Jadual

Senarai jadual perlu mengandungi semua tajuk dan muka surat jadual yang terdapat dalam laporan projek. Urutan nombor jadual perlu dibuat mengikut bab.

7.2.9 Halaman Senarai Rajah

Senarai Rajah perlu mengandungi semua tajuk dan muka surat rajah yang terdapat dalam laporan projek. Urutan nombor rajah hendak dibuat mengikut bab.

7.2.9.1 Lampiran

Lampiran membolehkan pelajar memuatkan bahan yang dapat memberi penerangan tambahan kepada teks dengan tidak mengganggu tumpuan pembaca. Bahan-bahan adalah seperti senarai responden, surat kebenaran menjalankan penyelidikan, lukisan dan reka bentuk, contoh analisis data, kos projek, senarai komponen hasil projek, carta, atur cara perisian dan lain-lain. Lampiran boleh dinamakan Lampiran A, Lampiran B dan seterusnya mengikut tertib dan diberikan tajuktajuk tertentu.

PENUTUP

Buku Panduan *Event Project* Pelajar Politeknik Malaysia (Program Diploma Pengurusan Acara) Edisi 2018, Kementerian Pendidikan Malaysia (KPM) diilhamkan dengan kandungannya disusun secara ringkas dan komprehensif bagi memastikan ianya mudah difahami oleh semua pihak yang terlibat. Dengan adanya buku panduan ini, pengurusan dan pelaksanaan kursus *event project* dapat dilaksanakan dengan baik, lengkap, seragam dan terancang. Penggunaan buku panduan ini boleh disesuaikan mengikut keperluan sesuatu program pengajian dan situasi di politeknik.

Semoga buku panduan ini dapat membantu semua pihak terutamanya pelajar dalam melaksanakan *event project* yang berupaya mencapai hasil pembelajaran yang ditetapkan dan tahap penghasilan yang membanggakan, berkualiti serta mempunyai nilai kebolehpasaran yang tinggi. Susunan bab dalam buku ini diolah sedemikian rupa bagi memudahkan pihak-pihak yang terlibat memahami peranan dan tanggungjawab masing-masing sebagai pelaksana, penyelaras dan pengurus.

Pelaksanaan *event project* berupaya memupuk pembinaan budaya ilmu melalui perkongsian maklumat secara pintar dalam kalangan pelajar, pelajar dengan pensyarah/ masyarakat/ industri melalui aktiviti-aktiviti yang berkenaan. Pelaksanaan *event project* ini diharapkan dapat menyemai usaha-usaha penjanaan ilmu dalam kalangan pelajar bagi menyediakan bakal graduan yang berilmu, reflektif dan inovatif. Namun begitu, apa yang digariskan dalam buku panduan ini memerlukan sokongan padu dan penghayatan yang jitu untuk memastikan pelaksanaan kursus projek pelajar dan hasilnya memenuhi objektif serta dimanfaatkan sebaik mungkin sekaligus dapat meningkatkan kecekapan pengurusan dan kualiti pengajaran dan pembelajaran di Politeknik Malaysia.

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BORANG PENDAFTARAN *EVENT PROJECT*

| AHLI KUMPULAN | | | |
|----------------------|------------------------|--------------|-----------------|
| NAMA | NO. PENDAFTARAN | KELAS | NO. TEL. |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

| MAKLUMAT PROJEK | |
|-----------------------------|---|
| A. CADANGAN TAJUK | |
| B. KETERANGAN PROJEK | B(i) SINOPSIS: |
| | B(ii) OBJEKTIF <i>EVENT PROJECT</i> : i. ii. iii. |
| | B(iii) IMPAK: |
| | B(iv) LAMPIRAN : CARTA ALIR PELAKSANAAN PROJEK (JIKA PERLU) |
| NAMA PENYELIA | |
| TANDATANGAN PENYELIA | |
| TARIKH | |



Rujukan kami:
Tarikh:

NAMA SYARIKAT/ ORGANISASI

Tuan,

MEMOHON BANTUAN KEPAKARAN DAN KERJASAMA BAGI PROJEK PELAJAR SEMESTER
..... (KURSUS))

Adalah dimaklumkan bahawa pelajar-pelajar berkenaan adalah pelajar yang berdaftar di Jabatan Politeknik.....

| NAMA | NO. PENDAFTARAN | NO. KP. | NO. TELEFON | E-MEL |
|------|-----------------|---------|-------------|-------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| | | | | |

2. Bagi memenuhi syarat penganugerahan Diploma....., pelajar hendaklah melaksanakan kajian dan menghasilkan projek selari dengan keperluan kursus

3. Sehubungan dengan itu, saya mewakili pihak politeknik ingin memohon kepakaran dan kerjasama daripada pihak tuan dalam membantu pelajar menyiapkan projek ini. Pihak tuan boleh menghubungi Penyelia Projek yang bertanggungjawab iaitu di talian untuk sebarang pertanyaan.

4. Kerjasama dan sokongan yang diberikan oleh pihak tuan didahului dengan ucapan ribuan

terima kasih. Sekian.

Saya yang menjalankan amanah,

()
Ketua Jabatan
Jabatan
b.p Pengarah
Politeknik

CARTA GANTT PROSES *EVENT PROJECT*

LAMPIRAN C

| ACTIVITY | WEEK | | | | | | | | | | | | | | | | |
|--|------|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|
| | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 | W14 | W15 | W16 | W17 |
| Taklimat | █ | | | | | | | | | | | | | | | | |
| Pembentukan Kump <i>Event Project</i> | █ | | | | | | | | | | | | | | | | |
| Pemilihan jenis acara | █ | █ | | | | | | | | | | | | | | | |
| Penyediaan kertas cadangan | | █ | █ | █ | █ | █ | █ | | | | | | | | | | |
| Semakan kertas cadangan | | █ | █ | █ | █ | █ | █ | | | | | | | | | | |
| Pembentangan / penilaian kertas cadangan | | | | | | | | █ | | | | | | | | | |
| Penetapan <i>event project</i> yang akan dilaksanakan | | | | | | | | | █ | █ | | | | | | | |
| Proses mendapatkan kelulusan kertas cadangan <i>event project</i> daripada Pengarah Politeknik | | | | | | | | | | | █ | █ | | | | | |
| Pelaksanaan proses <i>event project</i> kecuali proses mendapatkan tajaan | | | | | | | | | | | | | █ | █ | █ | █ | █ |
| Proses mendapatkan kelulusan untuk penajaan daripada Ketua Pengarah JPPKK | | | | | | | | | | | | | █ | █ | █ | █ | |



KEMENTERIAN
PENDIDIKAN
MALAYSIA



DEPARTMENT OF TOURISM AND HOSPITALITY

SESSION: _____

FINAL SEMESTER PROJECT LOG BOOK

CODE & COURSE: _____

THEME: _____

NAME OF THE EVENT: _____

PROJECT COORDINATOR: _____

PROJECT SUPERVISOR: _____

GROUP MEMBER:

| NAME | MATRIC NUMBER |
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Guidelines:

1. **Student** need to indicate details of discussion during the meetings and state topics for next meeting.
2. **Supervisors** need to check and verify the details.

WEEK : DATE:

ATTENDANCE :

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WEEKLY ACTIVITIES:

SUPERVISOR COMMENT:

Verified by:

(SUPERVISOR SIGNATURE)

WEEK : DATE:

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WEEKLY ACTIVITIES:

SUPERVISOR COMMENT:

Verified by:

(SUPERVISOR SIGNATURE)



**FINAL SEMESTER PROJECT
LOG BOOK
DTE 6044- EVENT PROJECT**
DEPARTMENT OF TOURISM AND HOSPITALITY

SESSION: _____

THEME: _____

NAME OF THE EVENT: _____

PROJECT COORDINATOR: _____

PROJECT SUPERVISOR: _____

GROUP MEMBER:

| NAME | MATRIC NUMBER |
|------|---------------|
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Guidelines:

1. **Student** need to indicate details of discussion during the meetings and state topics for next meeting.
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WEEK :

DATE:

ATTENDANCE :

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WEEKLY ACTIVITIES:

SUPERVISOR COMMENT:

Verified by:

(SUPERVISOR SIGNATURE)

WEEK :

DATE:

ATTENDANCE :

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WEEKLY ACTIVITIES:

SUPERVISOR COMMENT:

Verified by:

(SUPERVISOR SIGNATURE)



KERTAS KERJA

“WORKOUT WARRIORS FESTIVAL 2018”

(WoW Fest 2018)

ANJURAN :

DIPLOMA PENGURUSAN ACARA SEMESTER 5

JABATAN PELANCONGAN DAN HOSPITALITI

POLITEKNIK MERLIMAU, MELAKA

TARIKH PELAKSANAAN:

29 & 30 SEPTEMBER 2018 (SABTU & AHAD)

LOKASI :

MEMORIAL PENGISYTIHARAN KEMERDEKAAN,

BANDAR HILIR MELAKA

1.0 PENGENALAN

Workout Warriors Festival 2018 (WoW Fest 2018) ini merupakan acara yang menitikberatkan soal kesihatan dan bakal menjadi acara sukan yang pertama dianjurkan oleh Pelajar Pengurusan Acara Semester 5 (DEV 5), Politeknik Merlimau, Melaka. Festival ini akan diadakan di Memorial Pengisytiharan Kemerdekaan, Bandar Hilir, Melaka selama 2 hari iaitu pada 29 & 30 September 2018 (Sabtu dan Ahad). Acara ini juga dapat memberi pendedahan kepada para pelajar tentang ilmu pengetahuan dan pengalaman dalam pengurusan acara berkenaan seperti merangka konsep, perancangan logistik, teknikal dan sebagainya. Pelaksanaan *Workout Warriors Festival 2018 (WoW Fest 2018)* ini dapat memberi peluang kepada pelajar mempelajari dan mengenal pasti kumpulan sasaran penyertaan. Disamping itu, acara ini dapat membantu para pelajar untuk membuat perancangan yang komprehensif dan pendekatan yang inovatif.

Sasaran utama penyertaan bagi *Workout Warriors Festival 2018 (WoW Fest 2018)* adalah terbuka kepada semua masyarakat khususnya golongan belia. Keseluruhan pertandingan yang dianjurkan dapat memberi pendedahan tentang kebaikan dan kepentingan bersukan. Acara ini dapat merealisasikan pembentukan *Negara Bersukan* iaitu dengan membudayakan sukan dalam kehidupan. Matlamat ini selari dengan visi Kementerian Belia dan Sukan. Tambahan pula, ia dapat memperkasakan pelaksanaan program serta memantapkan keupayaan pelaksanaan melalui penggemblerangan potensi dalam pembangunan belia dan sukan. Pengisian program ini dapat memberi impak yang besar kepada golongan belia agar lebih fokus terhadap amalan gaya hidup sihat. Seterusnya, ianya dapat memberi inspirasi kepada rakan-rakan dan keluarga untuk mendorong mereka bersama mengamalkan budaya hidup sihat dalam kehidupan seharian.

Kertas kerja ini dirangka adalah untuk memohon pertimbangan dan kelulusan daripada pihak pengurusan Politeknik Merlimau untuk mengadakan *Workout Warriors Festival 2018 (WoW Fest 2018)* untuk memenuhi keperluan kursus DTE 6044 – *Event Project* sebagai projek akhir nanti.

2.0 OBJEKTIF

Objektif Festival ini diadakan adalah:

- i. Mendorong pelajar membina pemikiran secara kreatif dan kritis dalam membuat keputusan dan menyelesaikan masalah melalui pengemblengan potensi dan juga bakat semasa penganjuran acara yang dilaksanakan.
- ii. Membina masyarakat yang sihat, cergas, dan membudayakan sukan dalam kehidupan ke arah pembentukan *Negara Bersukan*.
- iii. Membentuk golongan belia yang berdaya saing, berdisiplin, berakhlak tinggi, serta membudayakan keusahawanan bagi bergerak maju dalam bidang sosial dan ekonomi melalui penglibatan di dalam *Workout Warriors Festival 2018 (WoW Fest 2018)*
- iv. Mewujudkan kerjasama dan hubungan baik di antara pihak penganjur, institusi, industri, serta pertubuhan atau persatuan belia dan sukan, ke arah pembangunan dan kemajuan sukan negara.

3.0 IMPAK

3.1. Pelajar

- a. Melahirkan graduat yang mampu memenuhi kriteria pihak industri dan meningkatkan lagi imej politeknik dalam menghasilkan graduat yang dapat memenuhi pasaran kerja standing pelajar-pelajar di IPT lain.
- b. Menghasilkan pelajar-pelajar yang lebih berkualiti dan mempunyai nilai tambah semasa mereka menghadapi cabaran berkerjaya.
- c. Pelajar dapat berinteraksi dan berkomunikasi secara berkesan di dalam pengurusan acara.

3.2. Stakeholder

- a. Meningkatkan imej dan reputasi pihak *stakeholder* khususnya dalam memberi manfaat kepada kesejahteraan serta kepentingan masyarakat dan organisasi.

- b. Membantu mempromosikan produk atau perkhidmatan serta meningkatkan imej organisasi yang terlibat.

3.3. Politeknik

- a. Mewujudkan perkongsian pintar ilmu dan kemahiran di antara Politeknik dan industri serta mewujudkan *win-win situation* diantara politeknik dan industri yang terlibat.
- b. Memperkasa imej Politeknik serta membina jaringan hubungan yang baik bersama pihak berkepentingan, penaja, industri dan komuniti.

4.0 SASARAN KOLABORASI

Kementerian Belia Dan Sukan



Kerajaan Negeri Melaka



Malaysia Street Workout and Calisthenics Association (MSWCA)



Majlis Bandaraya Melaka Bersejarah (MBMB)



Majlis Gabungan Belia Melaka



Kementerian Kesihatan Malaysia



5.0 BUTIRAN PROGRAM

5.1 Tarikh Pelaksanaan :

29 & 30 September 2018 (Sabtu & Ahad)

5.2 Masa :

8.00 Pagi hingga 11.00 Malam

5.3 Tempat :

Memorial Pengisytiharan Kemerdekaan, Bandar Hilir, Melaka

5.4 Anjuran :

Program Diploma Pengurusan Acara Semester 5 (DEV5) ,
Jabatan Pelancongan Dan Hospitaliti , Politeknik Merlimau Melaka.

5.5 Sasaran Peserta:

Penyertaan terbuka kepada semua rakyat Malaysia yang berumur 18 tahun ke atas.

Kategori *Street Workout* Terhadap kepada :

Freestyle : 80 orang

Push Up : 30 orang

Pull Up : 30 orang

Kategori *Badan Cantik (Mr. Warrior)* terhadap kepada :

170cm Keatas : 50 orang

170cm Kebawah : 50 orang

Bakat Baru (Mr. Warrior) : 50 orang

5.6 Aktiviti yang akan dijalankan

- a. Pertandingan *street workout*
- b. Pertandingan badan cantik (*Mr Warriors*)
- c. Jualan barangan
- d. Pameran kesihatan dan pendidikan
- e. Persembahan pentas

5.7. Pensyarah kursus:

Workout Warriors Festival (WoW Fest 2018) ini akan diketuai oleh 3 orang pensyarah iaitu :

- a. Encik Ismail Bin Mohamad
- b. Puan Faizah Binti Yusof
- c. Puan Masitah Binti Zulkapli

5.8 Pengangkutan :

Pengangkutan daripada Politeknik Merlimau menuju ke Pengisytiharan Kemerdekaan Bandar Hilir, Melaka adalah dengan menaiki bas bagi kegunaan penganjur dan penonton pelajar dari Politeknik Merlimau, Melaka.

5.9 Makanan dan Minuman :

Peruntukan perbelanjaan makan dan minum penganjur adalah sebanyak RM 20 seorang dan akan dimohon melalui peruntukan aktiviti pelajar.

5.10 Sumber kewangan

- a. Kutipan wang pelajar
- b. Yuran penyertaan peserta
- c. Penajaan
- d. Aktiviti pengumpulan dana (*fundraising*)

5.11. Cadangan tetamu kehormat

- a. Menteri Belia dan Sukan atau,
- b. Ketua Menteri Melaka atau,
- c. Exco Kesihatan Dan Pembangunan Sukan, Negeri Melaka.

6.0 TENTATIF PROGRAM

| TARIKH/HARI | MASA | AKTIVITI |
|-----------------------|------------------|---|
| 29/09/2018 (Sabtu) | 07:30-08:30 am | Pendaftaran <i>Street Workout</i> kategori: <ul style="list-style-type: none"> • <i>Freestyle</i> • <i>Push up</i> • <i>Pull up</i> |
| | 08:30-9:30 am | Majlis Perasmian <ul style="list-style-type: none"> • Ketibaan VVIP • Ucapan • Gimik • Cenderahati kepada Kolaborator dan Penaja • Jamuan VVIP |
| | 9:30 – 10:00 am | Sesi Taklimat |
| | 10:00 – 12:00 pm | <i>Freestyle</i> (Pusingan 1) <ul style="list-style-type: none"> • 40 peserta |
| | 12:00 – 01:00 pm | <i>Pull up / push up</i> <ul style="list-style-type: none"> • Penyampaian Hadiah |
| | 01:00 – 02:00 pm | Rehat/ Solat Zohor |
| | 02:00 - 4:00 pm | <i>Freestyle</i> (Pusingan 2) <ul style="list-style-type: none"> • Individu : 40 Peserta |
| | 04:00- 05:00 pm | Rehat & Solat Asar |
| | 05:00 – 07:00 pm | <i>Freestyle</i> (Separuh Akhir) <ul style="list-style-type: none"> • Individu: 30 Peserta |
| | 07:00 – 08:00 pm | Solat Maghrib |
| | 08:00 – 09:00 pm | <i>Freestyle</i> (Akhir) <ul style="list-style-type: none"> • <i>Battle 1 vs 1</i> : 16 Peserta |
| | 09:00 – 09:30 pm | Persembahan Istimewa <ul style="list-style-type: none"> • Juri jemputan |
| | 09:30 – 09:45 pm | Penyampaian Hadiah <ul style="list-style-type: none"> • <i>Freestyle</i> |

| TARIKH/HARI | MASA | AKTIVITI |
|----------------------|----------------|--|
| 30/09/2018 (Ahad) | 08:30-09:30 am | Pendaftaran Badan Cantik (<i>Mr. Warrior</i>) kategori: <ul style="list-style-type: none"> • Atas 170cm • Bawah 170cm • Bakat baru |
| | 09:30-10:00 am | Taklimat peserta |
| | 10:00-11:30 am | Pertandingan 1 <ul style="list-style-type: none"> • Kategori atas 170cm • Penyampaian Hadiah |
| | 11:30-01:00 pm | Pertandingan 2 <ul style="list-style-type: none"> • Kategori bawah 170cm • Penyampaian Hadiah |
| | 01:00-02:00 pm | Rehat/Solat Zuhur |
| | 02:00-03:30 pm | Pertandingan 3 <ul style="list-style-type: none"> • Kategori bakat baru • Penyampaian Hadiah |
| | 03:30-04:00 pm | Pertandingan 4 <ul style="list-style-type: none"> • <i>Champ of the Champ</i> • Penyampaian Hadiah |
| | 4:00-05:00 pm | Persembahan Pentas |
| | 6.30 pm | Tamat |

7.0 AHLI JAWATANKUASA

| | | |
|---------------------|---|--|
| Penaung | : | Pn Hajah Rashidah Binti Mustapa, <i>BKT</i> Pengarah Politeknik Merlimau |
| Penasihat 1 | : | Pn Rosita Binti Zainal Timbalan Pengarah (Akademik) |
| Penasihat 2 | : | En Khairulazam Bin Annuar Ketua Jabatan Pelancongan Dan Hospitaliti |
| Penasihat 3 | : | En Kamal Bin Ali Ketua Program Diploma Pengurusan Acara |
| Pensyarah | : | Encik Ismail Bin Mohamad : Puan Faizah Binti Yusof : Puan Masitah Binti Zulkapli (Pensyarah Kursus DTE 6044 – <i>Event Project</i>) |
| Pengarah Program | : | Ahmad Zuhairi Bin Zulkifly |
| Penolong Pengarah | : | Muhammad Ammar Bin Othman |
| Setiausaha | : | Fatin Hasanah An-Nur Binti Sabarudin |
| Penolong Setiausaha | : | Nur Alifah Ilyana Bt Mohd Mokhtar |
| Bendahari | : | Raja Nurtamimah Tuhfah Binti Raja Sa'ad |
| Penolong Bendahari | : | Hairun Nabihah Binti Busyari |
| Floor Manager | : | Siti Nur Amira Binti Mohd Rashidi |
| Stage Manager | : | Abdul Qayyum Bin M. Juffri |
| Biro Penajaan | : | Nor Ashwin Binti Mohd Aminuddin : Nurhidayahtul Najihah Binti Misman : Iyad Sanim Bin Nor Azri : Muhammad Zhorif Farhan Bin Abdul Rahman |
| Biro Pemasaran | : | Nur Sarah Irdina Binti Mohamad Faizol Khan : Nur Dalillah Izzati Binti Md Hasnidal : Uzair Wafiq Bin Nazri |

: Nik Nur Haziqah Farahiyah Binti Mohamad Asri
: Rossuhada Binti Mohamad Taib

Biro Protokol : Muhammad Fariduddin Bin Mustahidin
: Siti Nuraisyah Binti Rosli
: Ainun Nor Fatihah Binti Mustafa
: Pavitiradevi A/P Ravindran

Biro Program : Nor Izyan Binti Murad
: Fatin Amira Binti Roslan
: Nur Munira Binti Rusli

Biro Pameran : Siti Nor Syuhada Binti Haizad
: Anis Syuhada Binti Pakrul Azmi
: Sharoshini A/P Karthigayan

Biro Pertandingan : Ahmad Zuhairi Bin Zulkifly
Street Workout : Siti Nur Amira Bt Mohd Rashidi
: Nabil Ikhwan Bin Mohd Rodzi
: Muhammad Husaini Bin Mohd Huzairi
: Zhahirah Binti Darus

Biro Pertandingan : Muhammad Ammar Bin Othman
Badan Cantik : Abdul Qayyum Bin M. Juffri
: Siti Nazira Binti Mohd Nor
: Khairun Najihah Binti Khairu Hisham

Biro Logistik : Muhd Eddy Azran Asyraf Bin Md Khairi
: Rinissha A/P Krisna Moorthy
: Nurul Ashikin Binti Razaki
: Muhammad Hafizuddin Bin Abu Bakar
: Muhammad Nur Amirul Haqim Bin Mohan

Biro Teknikal : Muhammad Fauzan Aiman Bin Mohd Huzairi
: Nurul Syahira Binti Ismail
: Naqib Syakir Bin Noor Maizan

Biro Hadiah : Wan Nur Aina Binti Mustaffa
: Nur Afif Fie Aminy Binti Norlizaini
: Siti Nur Hikmah Binti Nordin

Biro Makanan dan Minuman : Mirza Bin Zulkifli
: Nurul Nadtrah Liyana Binti Haidzir

Biro Pendaftaran : Tan Joyi
: Nor Hidayah Binti Mohd Isa
: Nurul Waheedah Binti Ismail
: Mishalan A/L Vengitasalam

Biro Dekorasi : Suhaila Binti Rahman
: Aiman Amzar Bin Aznal
: Diana Anum Binti Ahmad Suib

Biro Multimedia : Mohd Shazlan Bin Mohd Ghazali
: Sayidah Nafisah Binti Azraii
: Nurul Ismawi Binti Ismail
: Nur Alia Binti Zulkifli

9.0 PENUTUP

Adalah diharapkan dengan pelaksanaan aktiviti ini dapat mencapai objektif yang disasarkan dan mendapat sokongan padu daripada pihak politeknik dan secara tidak langsung program ini akan dapat membantu melahirkan pelajar yang mempunyai pengetahuan dalam bidang pengurusan acara dan dapat mengetahui tentang isu-isu serta cabaran yang akan dihadapi di tempat kerja dan dunia tanpa sempadan dengan menggunakan kaedah penyelesaian yang sesuai mengikut situasi semasa. Di samping itu, pelaksanaan program seperti ini juga dapat membantu pelajar dan pensyarah dalam meningkatkan pengetahuan melalui sesi perkongsian maklumat dan idea serta dapat menerapkan teknik pengajaran dan pembelajaran yang berkonsep OBE. Semoga dengan pelaksanaan program ini, ia dapat membantu Politeknik Merlimau untuk mentransformasikan Pendidikan Teknikal dan Latihan Vokasional bagi melahirkan modal insan berpengetahuan dan berkemahiran tinggi serta dapat menyemarakkan lagi agenda tranformasi politeknik dalam merealisasi dasar dan hala tuju sistem pengajian politeknik.

Disediakan oleh :

(AHMAD ZUHAIRI BIN ZULKIFLY)

Pengarah Program,
Diploma Pengurusan Acara Semester 5
Politeknik Merlimau, Melaka.
Tarikh :

Disemak oleh :

(ISMAIL BIN MOHAMAD)

Pensyarah Diploma Pengurusan Acara,
Jabatan Pelancongan dan Hospitaliti,
Politeknik Merlimau, Melaka.
Tarikh :

| | |
|---|---|
| <p>Disemak oleh :</p> <p>(KAMAL BIN ALI) Ketua Program Diploma Pengurusan Acara, Politeknik Merlimau, Melaka. Tarikh :</p> <p>Disokong oleh:</p> <p>(ROSITA BINTI ZAINAL) Timbalan Pengarah (Akademik), Politeknik Merlimau, Melaka. Tarikh :</p> | <p>Disahkan oleh :</p> <p>(KHAIRULAZAM BIN ANNUAR) Ketua Jabatan Pelancongan Dan Hospitaliti, Politeknik Merlimau, Melaka Tarikh:</p> <p>Diluluskan oleh :</p> <p>(HJH RASHIDAH BINTI MUSTAPA <small>BKT</small>) Pengarah, Politeknik Merlimau, Melaka. Tarikh</p> |
|---|---|



POLITEKNIK MERLIMAU
KEMENTERIAN PENDIDIKAN MALAYSIA
 KB 1031, Pejabat Pos Merlimau,
 77300 Merlimau,
 MELAKA, MALAYSIA



Tel : 06 – 263 6687
 Faks: 06 – 263 6678
 Laman Web : www.pmm.edu.my
 Facebook : [politeknik.edu](https://www.facebook.com/politeknik.edu)

Menggunakan
 letterhead
 politeknik
 masing-masing

Ruj Kami : **PMM.XXXXXXXXXXXXXX ()**

Tarikh : **xxxxxxxx**

PROF. DATO' Ts. DR. MOHD ISMAIL BIN ABD AZIZ

Ketua Pengarah
 Pejabat Ketua Pengarah
 Jabatan Pendidikan Politeknik & Kolej Komuniti
 Aras 5, Galeria PJH, Jalan P4W,
 Persiaran Perdana, Presint 4,
 62100 Putrajaya, Malaysia

Yang Berbahagia Prof,

MEMOHON KELULUSAN KERTAS KERJA PROJEK DAN PENAJAAN BAGI ACARA **NAMA ACARA**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar semester 5 Diploma Pengurusan Acara, **Nama Politeknik** akan menganjurkan acara **Nama Acara** seperti butiran berikut:

Tarikh : Tarikh (Hari)

Masa : xxxxxxx

Tempat : xxxxxxx

3. Acara ini bertujuan **nyatakan objektif yang ingin dicapai**. Pengisian program bagi acara ini dapat memberi impak **nyatakan impak program kepada pihak komuniti/ kolaborasi**. Selain itu, acara ini juga merupakan satu acara yang mampu menarik kedatangan pelancong ke negeri ini terutama kepada **nyatakan golongan sasaran**.

4. Sehubungan itu, kami ingin memohon kelulusan daripada pihak **Yang Berbahagia Prof** untuk melakukan kutipan sumbangan bagi mana-mana organisasi/ syarikat/ individu yang berminat untuk menyalurkan sumbangan bagi acara **Nama Acara**.

5. Besarlah harapan kami agar pihak **Yang Berbahagia Prof** dapat meluluskan permohonan kami ini. Sekiranya terdapat sebarang pertanyaan, pegawai kami **Nama Pegawai** di talian **No Telefon** atau **Nama Pelajar yang bertanggungjawab** di talian **No Telefon** bersedia untuk dihubungi

6. Segala kerjasama dan perhatian **Yang Berbahagia Prof** amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

“MELAKA BERWIBAWA”

“PINTAR, HIJAU, BERSIH”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah.

(ROSLI BIN HAMID)

Pengarah
 Politeknik Merlimau,
 Melaka.



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Ruj Kami : **PMM.XXXXXXXXXXXXXX ()**
 Tarikh : **xxxxxxx**

Ketua Polis Daerah Melaka Tengah
 Ibu Pejabat Polis Daerah Melaka Tengah,
 Jalan Kota
 75560 Melaka

Tuan,

MEMOHON KEBENARAN MENGANJURKAN ACARA **NAMA ACARA**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar semester 5 Diploma Pengurusan Acara, **Nama Politeknik** akan menganjurkan acara **Nama Acara** seperti butiran berikut:

Tarikh : **Tarikh (Hari)**
Masa : **xxxxxxx**
Tempat : **xxxxxxx**

3. Acara ini bertujuan **nyatakan objektif yang ingin dicapai**. Pengisian program bagi acara ini dapat memberi impak **nyatakan impak program kepada pihak komuniti/ kolaborasi**. Selain itu, acara ini juga merupakan satu acara yang mampu menarik kedatangan pelancong ke negeri ini terutama kepada **nyatakan golongan sasaran**.

4. Sehubungan itu, kami ingin memohon kebenaran daripada pihak **tuan** untuk menganjurkan acara **Nama Acara** sebagaimana yang telah dijadualkan diatas.

5. Besarlah harapan kami agar pihak **tuan** dapat meluluskan permohonan kami ini. Sekiranya terdapat sebarang pertanyaan, pegawai kami **Nama Pegawai** di talian **No Telefon** atau **Nama Pelajar yang bertanggungjawab** di talian **No Telefon** bersedia untuk dihubungi

6. Segala kerjasama dan perhatian **tuan** amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(**NAMA**)
 Pengarah
 Politeknik xxx



POLITEKNIK MERLIMAU
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 KB 1031, Pejabat Pos Merlimau,
 77300 Merlimau,
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 Faks: 06 – 263 6678
 Laman Web : www.pmm.edu.my
 Facebook : politeknik.edu

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Ruj Kami : **PMM.XXXXXXXXXXXXXX ()**
 Tarikh : **xxxxxxx**

Yang Berbahagia Datuk Haji Azmi bin Haji Hussain
 Datuk Bandar
 Majlis Bandaraya Melaka Bersejarah
 Graha Makmur
 No. 1 Jalan Tun Abdul Razak
 Ayer Keroh, Hang Tuah Jaya
 75450 Melaka

Yang Berbahagia Datuk

MEMOHON PENAJAAN / SUMBANGAN UNTUK ACARA **NAMA ACARA**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar Diploma Pengurusan Acara semester 5, **Nama Politeknik** akan menganjurkan acara **Nama Acara** bagi memenuhi keperluan kursus DTE6044 - *Event Project* sebagai projek akhir pengajian. Program ini adalah berbentuk **jenis/ ringkasan acara**. Butiran acara adalah seperti butiran berikut:

Tarikh : **Tarikh (Hari)**
Masa : **xxxxxxx**
Tempat : **xxxxxxx**

3. Acara ini bertujuan **nyatakan objektif yang ingin dicapai**. Pengisian program bagi acara ini dapat memberi impak **nyatakan impak program kepada pihak penaja/ komuniti**. Selain itu, acara ini juga merupakan satu acara yang mampu menarik kedatangan pelancong ke negeri ini terutama kepada **nyatakan golongan sasaran**.

4. Sehubungan dengan itu, pihak kami amat berbesar hati sekiranya pihak **Yang Berbahagia Datuk** dapat memberikan **penajaan/ sumbangan** untuk bersama-sama menjayakan acara ini. Bersama-sama ini disertakan salinan kertas kerja **penajaan/sumbangan** acara **Nama Acara** dan borang jawapan **penajaan/sumbangan** untuk rujukan dan tindakan **Yang Berbahagia Datuk**. Sekiranya terdapat sebarang pertanyaan pihak **Yang Berbahagia Datuk** boleh menghubungi pegawai kami **Nama Pegawai** di talian **No Telefon** atau **Nama Pelajar yang bertanggungjawab** di talian **No Telefon** sebelum **tarikh dan hari**.

5. Segala kerjasama dan perhatian yang diberikan oleh pihak **Yang Berbahagia Datuk** amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(NAMA PENGARAH)

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Tarikh : **xxxxxxx**

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 Datuk Bandar
 Majlis Bandaraya Melaka Bersejarah
 Graha Makmur
 No. 1 Jalan Tun Abdul Razak
 Ayer Keroh, Hang Tuah Jaya
 75450 Melaka

Yang Berbahagia Datuk

KOLABORASI PENGANJURAN ACARA NAMA ACARA

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar semester 5 Diploma Pengurusan Acara, **Nama Politeknik** akan menganjurkan acara **Nama Acara** seperti butiran berikut:

Tarikh : **Tarikh (Hari)**
Masa : **xxxxxxx**
Tempat : **xxxxxxx**

3. Acara ini bertujuan **nyatakan objektif yang ingin dicapai**. Pengisian program bagi acara ini dapat memberi impak **nyatakan impak program kepada pihak komuniti/ kolaborasi**. Selain itu, acara ini juga merupakan satu acara yang mampu menarik kedatangan pelancong ke negeri ini terutama kepada **nyatakan golongan sasaran**.

3. Sehubungan itu, kami ingin memohon kerjasama pihak **Majlis Bandaraya Melaka Bersejarah** dari aspek promosi, sumbangan idea dan kepakaran, penajaan dan lain-lain keperluan mengikut perbincangan dari masa ke semasa. Pihak kami juga memohon untuk menggunakan logo organisasi pihak **Yang Berbahagia Datuk** bagi tujuan promosi di laman web, bahan bercetak dan kertas kerja untuk penajaan secara terkawal.

4. Besarlah harapan kami agar pihak **Yang Berbahagia Datuk** dapat berkerjasama dengan pihak kami untuk menjayakan acara ini. Bersama ini dilampirkan salinan kertas cadangan untuk rujukan pihak **Yang Berbahagia Datuk**. Sekiranya terdapat sebarang pertanyaan, Pihak **Yang Berbahagia Datuk** boleh menghubungi **nama pegawai** di talian **no telefon dan email**.

5. Segala kerjasama dan perhatian **Yang Berbahagia Datuk** berikan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(**NAMA**)
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Ruj Kami : **PMM.XXXXXXXXXXXXXX ()**
 Tarikh : **xxxxxxxx**

Encik Ahmad Nadrol Bin Mohd Som
 Pengurus
 Arkib Negara Malaysia Melaka
 Aras 8, Menara Persekutuan
 Jalan Persekutuan, Hang Tuah Jaya,
 Ayer Keroh 75450
 Melaka.

Tuan,

MEMOHON PENGGUNAAN FASILITI SERTA PERALATAN BAGI **NAMA ACARA**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar Diploma Pengurusan Acara semester 5, **Nama Politeknik** akan menganjurkan acara **Nama Acara** bagi memenuhi keperluan kursus DTE6044 - *Event Project* sebagai projek akhir pengajian. Program ini adalah berbentuk **jenis/ ringkasan acara**. Butiran acara adalah seperti berikut:

Tarikh : **Tarikh (Hari)**
Masa : **xxxxxxxx**
Tempat : **xxxxxxxx**

3. Acara ini bertujuan **nyatakan objektif yang ingin dicapai**. Pengisian program bagi acara ini dapat memberi impak **nyatakan impak program kepada pihak penaja/ komuniti**. Selain itu, acara ini juga merupakan satu acara yang mampu menarik kedatangan pelancong ke negeri ini terutama kepada **nyatakan golongan sasaran**.

4. Sehubungan dengan itu, pihak kami ingin memohon kebenaran bagi menggunakan fasiliti serta peralatan disepanjang acara tersebut berlangsung. Bersama-sama ini dilampirkan senarai fasiliti dan peralatan yang diperlukan seperti di lampiran 1. Pegawai kami **Nama Pegawai** di talian **No Telefon** atau **Nama Pelajar yang bertanggungjawab** di talian **No Telefon** bersedia untuk dihubungi.

5. Segala kerjasama dan perhatian yang diberikan oleh pihak **tuan** amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(NAMA PENGARAH)

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Yang Berbahagia Datuk Haji Azmi bin Haji Hussain
 Datuk Bandar
 Majlis Bandaraya Melaka Bersejarah
 Graha Makmur
 No. 1 Jalan Tun Abdul Razak
 Ayer Keroh, Hang Tuah Jaya
 75450 Melaka

Yang Berbahagia Datuk,

JEMPUTAN KE MAJLIS PERASMIAN ACARA NAMA ACARA

Dengan segala hormatnya kami merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa **Nama Politeknik** akan mengadakan **nama acara** pada **tarikh (Hari)**, bertempat di **Lokasi Acara**. Untuk makluman **Yang Berbahagia Datuk**, program ini merupakan anjuran pelajar semester 5, Diploma Pengurusan Acara **Nama Politeknik** bagi memenuhi keperluan penganjuran projek akhir pelajar sebelum menamatkan pengajian. Program ini juga diadakan bagi mendorong **objektif program**. Selain itu, acara ini juga merupakan satu acara yang mampu **impak program**.

3. Sehubungan itu, pihak **Nama Politeknik** amat berbesar hati menjemput **Yang Berbahagia Datuk** ke majlis perasmian **Nama Acara** seperti ketetapan berikut.

Tarikh : **Tarikh dan Hari**
Masa : **xxxxxxxx**
Tempat : **xxxxxxxx**

4. Sekiranya terdapat sebarang pertanyaan, pegawai kami **Nama Pegawai** di talian **No Telefon** atau **Nama Pelajar yang bertanggungjawab** di talian **No Telefon** bersedia untuk dihubungi. Bersama-sama ini juga dilampirkan aturcara perasmian (**Lampiran 1**) sebagai rujukan **Yang Berbahagia Datuk**.

5. Kesudian **Yang Berbahagia Datuk** untuk menerima jemputan ini didahului dengan ucapan jutaan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(NAMA PENGARAH)

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Tarikh : **xxxxxxxx**

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Datuk Bandar
Majlis Bandaraya Melaka Bersejarah
Graha Makmur
No. 1 Jalan Tun Abdul Razak
Ayer Keroh, Hang Tuah Jaya
75450 Melaka

Yang Berbahagia Datuk,

PENGHARGAAN DAN TERIMA KASIH BAGI NAMA ACARA

Dengan segala hormatnya kami merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa pihak **Nama Politeknik** ingin merakamkan setinggi-tinggi penghargaan dan ucapan terima kasih kepada pihak **Yang Berbahagia Datuk** dalam menjayakan acara **Nama Acara** yang berlangsung pada **Tarikh** yang lalu.

3. Besar harapan kami agar jalinan kerjasama ini dapat diteruskan lagi pada masa akan datang.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(NAMA PENGARAH)

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Tarikh : **XXXXXXXXXX**

ENCIK SHAFUL AZLI MUHAMAD SUROL

Pengarah Urusan
My E & L Event,
Suite 10.23, Plaza Azalea Business Park,
Persiaran Bandar Raya, Seksyen 14,
40000 Shah Alam,
Selangor Darul Ehsan

Tuan,

PENGHARGAAN DAN TERIMA KASIH BAGI NAMA ACARA

Dengan segala hormatnya kami merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa pihak **Nama Politeknik** ingin merakamkan setinggi-tinggi penghargaan dan ucapan terima kasih kepada pihak **tuan** di atas sumbangan bagi menjayakan acara **Nama Acara** yang berlangsung pada **Tarikh** yang lalu.
3. Bersama-sama ini disertakan resit yang bernombor **xxxxx** sebagai pengesahan **sumbangan/tajaan** melalui **cek/wang tunai/ barangan** yang bernilai **RM xxxxx** bagi rujukan pihak **tuan**.
4. Segala **sumbangan/ tajaan** yang telah diberikan amat kami hargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

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KERTAS CADANGAN KOLABORASI DAN PENAJAAN



WORKOUT WARRIORS FESTIVAL 2018
(WoW Fest 2018)



29 & 30 SEPTEMBER 2018

(SABTU & AHAD)

MEMORIAL

PENGISYTIHARAN KEMERDEKAAN

BANDAR HILIR, MELAKA

ANJURAN



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1.0 PENGENALAN

Workout Warriors Festival (WoW Fest 2018) ini merupakan acara yang menitikberatkan soal kesihatan dan bakal menjadi acara sukan yang pertama dianjurkan oleh pelajar Diploma Pengurusan Acara Semester 5 (DEV 5), Politeknik Merlimau Melaka (PMM). Festival ini akan diadakan di Memorial Pengisytiharan Kemerdekaan, Bandar Hilir, Melaka selama 2 hari iaitu pada 29 & 30 September 2018 (Sabtu & Ahad). Acara ini juga dapat memberi pendedahan kepada para pelajar tentang ilmu pengetahuan dan pengalaman dalam pengurusan acara berkenaan seperti merangka konsep, perancangan holistik, teknikal dan sebagainya. Pelaksanaan *Workout Warriors Festival (WoW Fest 2018)* ini dapat memberi peluang kepada pelajar mempelajari dan mengenal pasti kumpulan sasaran penyertaan. Disamping itu, acara ini dapat membantu para pelajar untuk membuat perancangan yang komprehensif dan pendekatan yang inovatif.

Sasaran utama penyertaan bagi *Workout Warriors Festival (WoW Fest 2018)* adalah terbuka kepada semua masyarakat khususnya golongan belia. Keseluruhan pertandingan yang dianjurkan dapat memberi pendedahan tentang kebaikan dan kepentingan bersukan. Acara ini dapat merealisasikan pembentukan *Negara Bersukan* iaitu dengan membudayakan sukan dalam kehidupan. Matlamat ini selari dengan visi Kementerian Belia dan Sukan. Tambahan pula, ia dapat memperkasakan pelaksanaan program serta memantapkan keupayaan pelaksanaan melalui penggemblengan potensi dalam pembangunan belia dan sukan. Pengisian program ini dapat memberi impak yang besar kepada golongan belia agar lebih fokus terhadap amalan gaya hidup sihat. Seterusnya, ianya dapat memberi inspirasi kepada rakan-rakan dan keluarga untuk mendorong mereka bersama mengamalkan budaya hidup sihat dalam kehidupan seharian.

Kertas kerja ini dirangka untuk memohon pertimbangan daripada pihak Dato, Datin, Tuan, Puan, Cik untuk menyalurkan penajaan atau sumbangan bagi menjayakan acara *Workout Warriors Festival (WoW Fest 2018)*.



WORKOUT WARRIORS
FESTIVAL 2018
(WoW FEST 2018)

Website :
wowfest18.wixsite.com

Instagram :
[wowfest18](https://www.instagram.com/wowfest18)

Twitter : [@wowfest18](https://twitter.com/wowfest18)

Facebook (page) :
Workout Warriors Festival
2018

2.0 ACARA YANG PERNAH DIANJURKAN OLEH PELAJAR DEV POLITEKNIK MERLIMAU, MELAKA.



MBR2017



KERATAN AKHBAR MBR2017



WORKOUT WARRIORS FESTIVAL 2018 (WoW FEST 2018)



KID DREAM FEST 2018 (KDF2018)



KERATAN AKHBAR KDF2018



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Workout Warriors Festival 2018



PENTAS LESTARI SENI 2017



ENCHANTED SECRET GARDEN 2017



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FESTIVAL 2018
(WoW FEST 2018)



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Workout Warriors Festival
2018

3.0 MAKLUMAT PENGANJURAN

3.1 OBJEKTIF

Objektif adalah :

- i. Menggalakkan interaksi yang aktif, sihat dan cergas di kalangan pengunjung dan peserta WoW Fest 2018 dengan membudayakan sukan dalam kehidupan ke arah pembentukan *Negara Bersukan*.
- ii. Mewujudkan kerjasama dan hubungan baik di antara pihak penganjur, institusi, kolaborasi, industri, serta pertubuhan atau persatuan belia dan sukan ke arah pembangunan dan kemajuan sukan negara.
- iii. Menyediakan platform kepada pihak penaja atau syarikat-syarikat untuk mempromosikan produk atau perkhidmatan mereka di samping menjadi rakan kongsi penganjur sebagai sebahagian tanggungjawab sosial korporat.

3.2. IMPAK

Pihak Penaja dan Kolaborasi

- i. Meningkatkan imej dan reputasi pihak penaja dan kolaborasi khususnya dalam memberi manfaat kepada kesejahteraan serta kepentingan masyarakat dan organisasi.
- ii. Membantu mempromosikan produk atau perkhidmatan serta meningkatkan publisiti pihak penaja dan kolaborasi.



WORKOUT WARRIORS
FESTIVAL 2018

(WoW FEST 2018)



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Workout Warriors Festival
2018

3.3 PELAKSANAAN PROGRAM

Acara ini akan diadakan seperti ketetapan berikut:-

Tarikh : 29 & 30 September 2018 (Sabtu & Ahad)

Masa : 8.00 pagi hingga 11.00 Malam

Tempat : Memorial Pengisytiharan Kemerdekaan Melaka

3.4 PENYERTAAN

"*Workout Warriors Festival (WoW Fest 2018)*" akan menerima beberapa penyertaan daripada kumpulan-kumpulan Sukan Jalanan atau *Team Bar* dan wakil dari gym-gym dari seluruh Malaysia. Contoh kumpulan Sukan Jalanan adalah seperti Barragaz, Barsteel, WWL Fitness dan The Little Gym of Sri Hartamas. Acara ini mensasarkan kehadiran peserta dan pengunjung yang terdiri daripada pelbagai lapisan umur dan bangsa.

3.5 AKTIVITI YANG DIJALANKAN

- i. Pertandingan acara *Street Workout*
 - a. Kategori *Strength Routine*
 - b. Kategori *Free Style*
 - c. *Champ of Champ*
- ii. Pertandingan Badan Cantik (*Mr Warrior*)
 - a. Bakat baru
 - b. Kategori 170 cm ke bawah



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(WoW FEST 2018)



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Workout Warriors Festival
2018



LOKASI TAPAK ACARA



WORKOUT WARRIORS
FESTIVAL 2018

(WoW FEST 2018)



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Workout Warriors Festival
2018

5.0 JAWATANKUASA PENGANJUR

AHLI JAWATANKUASA

| | | |
|----------------------------|---|--|
| Penaung | : | Pn Hajah Rashidah Binti Mustapa, <i>BKT</i> Pengarah Politeknik Merlimau |
| Penasihat 1 | : | Pn Rosita Binti Zainal Timbalan Pengarah (Akademik) |
| Penasihat 2 | : | En Khairulazam Bin Anuar Ketua Jabatan Pelancongan Dan Hospitaliti |
| Penasihat 3 | : | En Kamal Bin Ali Ketua Program Diploma Pengurusan Acara |
| Pensyarah | : | Encik Ismail Bin Mohamad Puan Faizah Binti Yusof Puan Masitah Binti Zulkapli (<i>Pensyarah Kursus DTE 6044 – EVENT PROJECT</i>) |
| Pengarah Program | : | Ahmad Zuhairi Bin Zulkifly |
| Penolong Pengarah | : | Muhammad Ammar Bin Othman |
| Setiausaha | : | Fatin Hasanah An-Nur Binti Sabarudin |
| Penolong Setiausaha | : | Nur Alifah Ilyana Bt Mohd Mokhtar |
| Bendahari | : | Raja Nurtamimah Tuhfah Binti Raja Sa'ad |
| Penolong Bendahari | : | Hairun Nabihah Binti Busyari |
| Ahli Jawatankuasa | : | Pelajar Diploma Pengurusan Acara, Semester 5 |

Penasihat teknikal pertandingan *Street workout*

1. *Malaysian Street Workout & Calisthenics Association*
2. *Hasastreetworkout* :-
 - a. En. Hazlami Zharif bin Samsi
 - b. En. Benjamin Luqman Hakimi bin Jamaluddin
 - c. En. Mohamad Syafiq bin Zainuddin

Penasihat teknikal pertandingan *Badan Cantik (Mr Warriors)*

1. En. Shahrul bin Annuar (*Persatuan Bina Badan Melaka*)
2. En. Jaya Raman (*Persatuan Bina Badan Melaka*)

6.0 TENTATIF PROGRAM



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FESTIVAL 2018

(WoW FEST 2018)



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Workout Warriors Festival
2018

29 September 2018 (Sabtu) / (Streetworkout)

AKTIVITI

| | |
|------------------|---|
| 07:30 - 08:30 am | Pendaftaran untuk <i>Street Workout</i> kategori: <ul style="list-style-type: none"> • <i>Freestyle</i> • <i>Strength Routine</i> |
| 08:30 - 09:30 am | Majlis Perasmian |
| 09:30 - 10:00 am | Sesi Taklimat |
| 10:00 - 12:00 pm | <i>Freestyle</i> (Pusingan 1) : 40 peserta |
| 12:00 - 01:00 pm | <i>Strength Challenge</i> <ul style="list-style-type: none"> • Penyampaian Hadiah |
| 01:00 - 02:00 pm | Rehat/ Solat Zohor |
| 02:00 - 04:00 pm | <i>Freestyle</i> (Pusingan 1)- Individu : 40 Peserta |
| 04:00 - 05:00 pm | Rehat & Solat Asar |
| 05:00 - 07:00 pm | <i>Freestyle</i> (Saringan 2) – Individu : 30 Peserta |
| 07:00 - 08:00 pm | Solat Maghrib |
| 08:00 - 09:00 pm | <i>Freestyle</i> (Akhir) : 10 Peserta |
| 09:00 - 09:30 pm | Persembahan <i>CALISTHENIC</i> |
| 09:30 - 09:45 pm | Penyampaian Hadiah – kategori <i>Freestyle</i> |

30 September 2018 (Ahad) / (Badan Cantik)

| | |
|------------------|--|
| 08:30 - 10:30 am | Pendaftaran Badan Cantik (<i>Mr. Warrior</i>) |
| 10:30 - 10:00 am | Taklimat peserta |
| 11:00 - 12:10 am | Pertandingan 1 <ul style="list-style-type: none"> • Kategori bakat baru • Penyampaian Hadiah |
| 12:10 - 01:20 pm | Pertandingan 2 <ul style="list-style-type: none"> • Kategori bawah 170cm • Penyampaian Hadiah |
| 01:20 - 02:00 pm | Rehat/Solat Zuhur |
| 02:00 - 03:10 pm | Pertandingan 3 <ul style="list-style-type: none"> • Kategori atas 170cm • Penyampaian Hadiah |
| 03:10 - 03:30 pm | Pertandingan 4 <ul style="list-style-type: none"> • <i>Champ of the Champ</i> • Penyampaian Hadiah |
| 03:30 - 04:30 pm | Mini konsert |

7.0 REKA BENTUK



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FESTIVAL 2018

(WoW FEST 2018)



wowfest18.wixsite.com



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@wowfest18

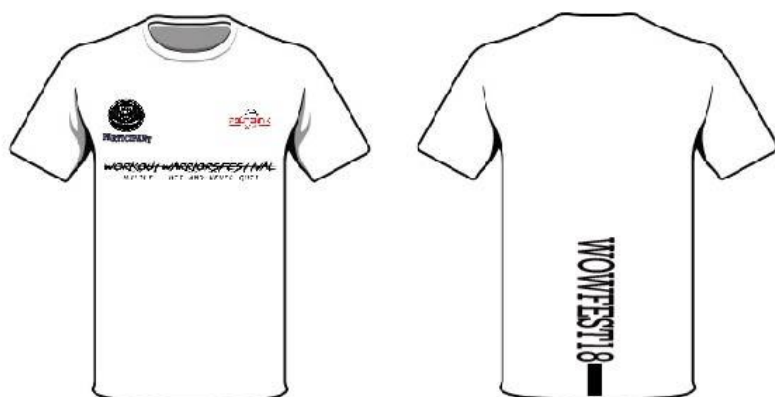


Workout Warriors Festival
2018

ORGANIZER



T-SHIRT PESERTA



T-SHIRT PENGANJUR



T-SHIRT VVIP





WORKOUT WARRIORS
FESTIVAL 2018
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<http://>

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Workout Warriors Festival
2018

ORGANIZER



BUNTING, FLYERS, BANNER

WOW FEST
HUSTLE, HIT & NEVER QUIT
29TH & 30TH
SEPTEMBER 2018
(SATURDAY & SUNDAY)
8 AM - 9 PM
DATARAN MEMORIAL
PENGISYTIHARAN KEMERDEKAAN,
BANDAR HILIR MELAKA

COMPETITIONS & PRIZES

STREET WORKOUT

| FREESTYLE | STRENGTH ROUTINE |
|------------------------------|------------------------|
| REGISTRATION: RM50 - T-SHIRT | REGISTRATION: RM35 |
| 1 ST RM 1500 | 1 ST RM 700 |
| 2 ND RM 1300 | 2 ND RM 500 |
| 3 RD RM 1000 | 3 RD RM 300 |
| 4 TH RM 800 | 4 TH RM 200 |
| | 5 TH RM 100 |

CHAMP OF CHAMP
CERTIFICATE + TROPHY
+ RM300

BODY BEAUTIFUL

| MR PAHLAWAN | BAKAT BARU |
|---|------------------------|
| REGISTRATION: RM50 (IN 500 RINGS & BELT) | REGISTRATION: RM30 |
| 1 ST RM 1200 | 1 ST RM 800 |
| 2 ND RM 800 | 2 ND RM 500 |
| 3 RD RM 500 | 3 RD RM 300 |
| 4 TH RM 200 | 4 TH RM 100 |

* EXHIBITION
* ARTIST PERFORMANCE

CONTACT NOW FOR REGISTRATION
ZUBIR - 011 2366 3720
JOYI - 011 1161 2262

FLYERS

WOW FEST
HUSTLE, HIT & NEVER QUIT
WORKOUT WARRIORS
FESTIVAL
2018

COMPETITIONS & PRIZES

STREET WORKOUT

| FREESTYLE | STRENGTH ROUTINE |
|------------------------------|------------------------|
| REGISTRATION: RM50 - T-SHIRT | REGISTRATION: RM35 |
| 1 ST RM 1500 | 1 ST RM 700 |
| 2 ND RM 1300 | 2 ND RM 500 |
| 3 RD RM 1000 | 3 RD RM 300 |
| 4 TH RM 800 | 4 TH RM 200 |
| | 5 TH RM 100 |

CHAMP OF CHAMP
CERTIFICATE + TROPHY
+ RM300

BODY BEAUTIFUL

| MR PAHLAWAN | BAKAT BARU |
|---|------------------------|
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* EXHIBITION
* ARTIST PERFORMANCE

CONTACT NOW FOR REGISTRATION
ZUBIR - 011 2366 3720
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BUNTING

WOW FEST
HUSTLE, HIT & NEVER QUIT
29TH & 30TH
SEPTEMBER 2018
(SATURDAY & SUNDAY)
8 AM - 9 PM
DATARAN MEMORIAL
PENGISYTIHARAN KEMERDEKAAN,
BANDAR HILIR MELAKA

* EXHIBITION
* ARTIST PERFORMANCE
COMPETITIONS & PRIZES

SUPPORTED BY: [Logos of various organizations]

EVENT BY: [Logos of event organizers]

BANNER

8.0 LAKARAN TAPAK , PENTAS DAN PHOTOBOOTH



WORKOUT WARRIORS
FESTIVAL 2018
(WoW FEST 2018)

<http://>

wowfest18.wixsite.com



wowfest18

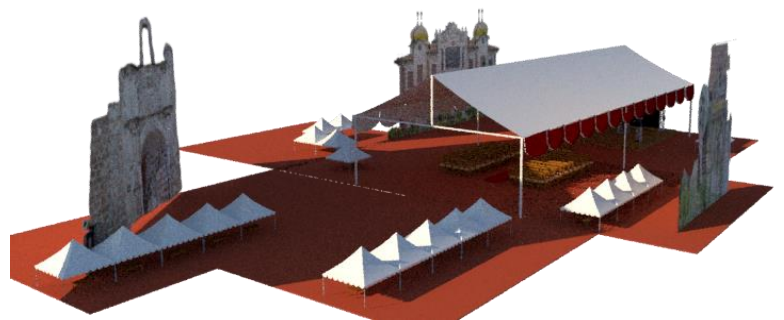


@wowfest18

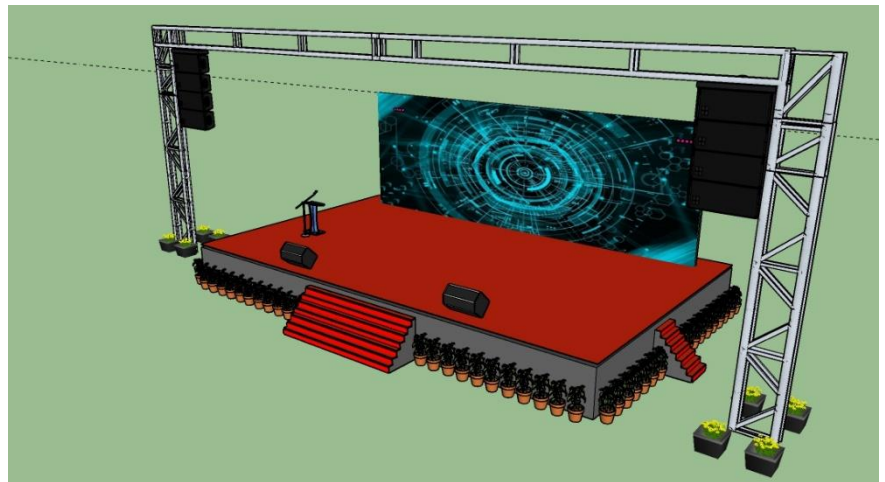


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2018

ORGANIZER



TAPAK ACARA



PENTAS



PHOTOBOOTH



WORKOUT WARRIORS
FESTIVAL 2018

(WoW FEST 2018)



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Workout Warriors Festival
2018

ORGANIZER



9.0 BENTUK PENAJAAN

Pihak penganjur sangat mengalu-alukan sebarang bentuk tajaan daripada badan-badan korporat, agensi-agensi kerajaan, syarikat-syarikat swasta dan individu-individu untuk melancarkan pelaksanaan program ini seperti :

I. Penajaan kewangan

- a. Wang Tunai
- b. Cek

II. Barangan

- a. Barangan syarikat
- b. Hamper
- c. *Voucher*

III. Peralatan

- a. *P.A system*
- b. *Lighting*
- c. *LED Screen*
- d. *Ground Support*
- e. Pentas
- f. Khemah
- g. Perkhidmatan percetakan (backdrop, banner, bunting, flyers dan lain-lain)
- h. Lain-lain

IV. Sebarang bentuk penajaan lain

- a. Persembahan artis
- b. Air botol / air kotak
- c. Makanan atau minuman bertenaga

10.0 PAKEJ PENAJAAN

PAKEJ PLATINUM

RM 15,000 ke atas (wang tunai atau barangan)



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- ❖ Logo syarikat akan dicetak pada:
 - Backdrop
 - Banner (5 unit)
 - Bunting (10 unit)
 - Risalah (1000 helai)
 - Buku program
 - Baju T-shirt rasmi
 - *Mock cheque*
 - Sijil Penyertaan
- ❖ Logo dipamerkan di laman sosial (@wowfest18)
 - Twitter
 - Facebook
 - Instagram
- ❖ Diberi 1 khemah penajaan berukuran (20'x 20') untuk penaja mempamerkan produk atau perkhidmatan selama dua hari
- ❖ Pengumuman penajaan oleh pengacara majlis semasa program sedang berlangsung.
- ❖ Pemberian cenderamata dan surat penghargaan kepada pihak penaja.
- ❖ Baju T-shirt diberikan kepada pihak penaja. (7 helai)
- ❖ Bunting syarikat diletakkan di hadapan pentas (2 unit)
- ❖ Risalah syarikat penaja diletakkan di dalam *goodies bag*.
- ❖ Jemputan VIP semasa majlis perasmian



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Workout Warriors Festival
2018

ORGANIZER



KB, 1031, PEJABAT POS
MERLIMAU, 77300
MERLIMAU, MELAKA

No. Telefon : 06-2636687

No. Faks : 06-2636678

E-mail :
wowfest18@gmail.com

PAKEJ EMAS

RM10,000 – RM14,999 (wang tunai atau barangan)

- ❖ Logo syarikat akan dicetak pada:
 - Backdrop
 - Bunting (5 unit)
 - Baju T-shirt rasmi
 - Buku Program
- ❖ Logo dipamerkan di laman sosial (@wowfest18)
 - Twitter
 - Facebook
 - Instagram
- ❖ Diberi 1 tapak ruang pameran di khemah penajaan berukuran (10' x 20') untuk penaja mempamerkan produk atau perkhidmatan selama dua hari.
- ❖ Pengumuman penajaan oleh pengacara majlis semasa program sedang berlangsung.
- ❖ Pemberian cenderamata dan surat penghargaan kepada pihak penaja.
- ❖ Baju T-shirt diberikan kepada pihak penaja (3 helai)
- ❖ Jemputan VIP semasa majlis perasmian

PAKEJ PERAK

RM 5,000 – RM 9,999 (wang tunai atau barangan)

- ❖ Logo syarikat akan dicetak pada:
 - Buku Program
- ❖ Logo dipamerkan di laman sosial (@wowfest18)
 - Twitter
 - Facebook
 - Instagram
- ❖ Pengumuman penajaan oleh pengacara majlis semasa program sedang berlangsung.
- ❖ Pemberian cenderamata dan surat penghargaan kepada pihak penaja.
- ❖ Baju T-shirt diberikan kepada pihak penaja (2 helai)
- ❖ Jemputan VIP semasa majlis perasmian



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FESTIVAL 2018
(WoW FEST 2018)



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2018

ORGANIZER



KB, 1031, PEJABAT POS
MERLIMAU, 77300
MERLIMAU, MELAKA

No. Telefon : 06-2636687

No. Faks : 06-2636678

E-mail :
wowfest18@gmail.com

PAKEJ GANGSA

RM 2,000 – RM 4,999 (wang tunai atau barangan)

- ❖ Logo syarikat akan dicetak pada:
 - Buku Program
- ❖ Logo dipamerkan di laman sosial (@wowfest18)
 - Twitter
 - Facebook
 - Instagram
- ❖ Pemberian cenderamata dan surat penghargaan kepada pihak penaja.

PAKEJ SAMPINGAN

Pakej sampingan adalah sumbangan wang atau barangan yang bernilai **tidak melebihi daripada RM1999**. Faedah penajaan adalah logo syarikat dan nama dipamerkan di media sosial serta akan mendapat surat penghargaan.



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(WoW FEST 2018)



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2018

ORGANIZER



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MERLIMAU, 77300
MERLIMAU, MELAKA

No. Telefon : 06-2636687

No. Faks : 06-2636678

E-mail :

wowfest18@gmail.com

| FAEDAH | PLATINUM | EMAS | PERAK | GANGSA |
|---|--------------|-------------|---------|--------|
| Jemputan VIP semasa majlis perasmian | | | | |
| Logo syarikat dicetak pada Buku Program | | | | |
| Logo syarikat dicetak pada Backdrop | | | | |
| Logo syarikat dicetak pada Bunting | (10 unit) | (5 unit) | | |
| Logo syarikat dicetak pada T-shirt rasmi | | | | |
| Logo syarikat dicetak pada Banner | (5 unit) | | | |
| Logo syarikat dicetak pada Risalah | (1000 helai) | | | |
| Logo syarikat dicetak pada Mock Cheque | | | | |
| Logo syarikat dicetak pada Sijil Penyertaan | | | | |
| Logo dipamerkan di Instagram | | | | |
| Logo dipamerkan di Facebook | | | | |
| Logo dipamerkan di Twitter | | | | |
| Diberi tapak khemah untuk penaja | (20' x 20') | (10' x 20') | | |
| Pengumuman penajaan oleh pengacara majlis semasa program sedang berlangsung | | | | |
| Cenderamata dan surat penghargaan | | | | |
| Baju T-shirt diberikan kepada pihak penaja | 7 helai | 3 helai | 2 helai | |
| Bunting syarikat diletakkan di hadapan pentas | 2 unit | | | |
| Risalah syarikat penaja di letakkan dalam goodies bag | | | | |



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E-mail :
wowfest18@gmail.com

12.0 PENUTUP

Adalah diharapkan agar pihak Dato, Datin, Tuan, Puan, Cik dapat menyalurkan tajaan atau sumbangan bagi memastikan program *Workout Warriors Festival (WoW Fest 2018)* berjalan dengan lancar serta memberi manfaat kepada semua pihak yang terlibat sama ada secara langsung atau tidak langsung. Semoga dengan pelaksanaan program ini dapat mencapai objektif yang disasarkan.

SURAT JAWAPAN

(Alamat Jabatan/Firma)

Kepada,
En. Ismail Bin Mohamad
Pensyarah,
Jabatan Pelancongan dan Hospitaliti,
Politeknik Merlimau, Melaka.
2636678

No. Faks : 06-

Saya (nama) dengan ini **BERSETUJU / TIDAK BERSETUJU** untuk memberikan penajaan / sumbangan program *Workout Warrior Festival 2018 (WoW Fest 2018)* dalam bentuk :-

| | | |
|----|-------------------------------|---------------|
| 1) | Wang | Jumlah |
| | i. Tunai | RM |
| | ii. Cek (No Cek:) | RM |
| | iii. Bank-in | RM |

*Sila bank- in / tulis cek ke akaun Agro Bank (**Kelab Pengurusan Eventageous**)

*No. Akaun - **2-00-5631-00001887-0**

| | | | |
|-----|------------------------|-----------------|---------------|
| 2) | Barangan | Kuantiti | Jumlah |
| i. | Produk Syarikat | | |
| | | | RM |
| ii. | Baucar / kupon diskaun | | |
| | | | RM |

3) **Lain-lain penajaan (Sila Nyatakan)**

- i.
- ii.

Penaja

Tandatangan

Nama & Cop Rasmi :

Tarikh :

Penerima

Tandatangan

Nama :

Tarikh :

**RUBRIC FOR EXECUTION PROJECT
DTE6044-EVENT PROJECT**

| Criteria | Level of Participation | | | | TOTAL |
|---|---|---|--|---|-------|
| | Distinguished (4-5) | Proficient (3) | Basic (2) | Unacceptable(1) | |
| Planning & Time Management | Exhibits a professional level of planning and time management | Planning and time management exhibited enhance the overall project | Basic planning and time management needs necessary for project completion met | Project hastily completed for deadline, Little planning or forethought | |
| Activities | Clear vision of the activities, Description and needed supplies for activities is included and detailed, Activities are creative and take into consideration different age groups | Clear vision of the activities, Description and/or needed supplies for activities is not complete, Activities show some creativity and take into consideration different age groups | Activities are not well thought out or clear, Description and/or needed supplies for activities is missing, Activities show lack of creativity and/or do not consider different age groups | Activities are totally thought out or clear, Description and/or needed supplies for activities is missing, Activities show lack of creativity and/or do not consider different age groups. Its totally boring | |
| Workload | <input type="checkbox"/> Did a full share of the work—or more; knows what needs to be done and does it; volunteers to help others. | <input type="checkbox"/> Did an equal share of the work; does work when asked; works hard most of the time. | <input type="checkbox"/> Did almost as much work as others; seldom asks for help. | <input type="checkbox"/> Did less work than others; doesn't get caught up after absence; doesn't ask for help. | |
| Demonstrates Respect for others. | Behavior was superior, professional and a model for class. Model of how to act respectfully. | Behavior was acceptable. Acted in an acceptable way in terms of being respectful at site. | Behavior needs to be improved. Opportunities to act more respectfully at site | Disruptive to other students. Poor behavior. | |
| Completeness | Well completed and space utilized well. ALL required components are visible. | Well completed, but space was not utilized to the full extent. Some items seem out of place. | Event is somewhat complete. Missing something. | Decorating was attempted or not complete. | |
| Getting Organized | <input type="checkbox"/> Took the initiative proposing meeting times and getting group organized. | <input type="checkbox"/> Worked agreeably with partner(s) concerning times and places to meet. | <input type="checkbox"/> Could be coaxed into meeting with other partner(s). | <input type="checkbox"/> Did not meet partner(s) at agreed times and places. | |
| Participation in Discussions | <input type="checkbox"/> Provided many good ideas for the unit development; inspired others; clearly communicated desires, ideas, personal needs, and feelings. | <input type="checkbox"/> Participated in discussions; shared feelings and thoughts. | <input type="checkbox"/> Listened mainly; on some occasions, made suggestions. | <input type="checkbox"/> Seemed bored with conversations about the unit; rarely spoke up, and ideas were off the mark. | |
| Meeting Deadlines | <input type="checkbox"/> Completed assigned work ahead of time. | <input type="checkbox"/> Completed assigned work on time. | <input type="checkbox"/> Needed some reminding; work was late but it didn't impact grade. | <input type="checkbox"/> Needed much reminding; work was late and it did impact quality of work or grade. | |
| Showing up for Meetings Score | <input type="checkbox"/> Showed up for meetings punctually, sometimes ahead of time. | <input type="checkbox"/> Showed up for meetings on time. | <input type="checkbox"/> Showed up late, but it wasn't a big problem for completing work. | <input type="checkbox"/> No show or extremely late; feeble or no excuse offered. | |

| | | | | | |
|-------------------------------------|---|---|---|--|--|
| Providing Feedback Score | <input type="checkbox"/> Habitually provides dignified, clear, and respectful feedback. | <input type="checkbox"/> Gave feedback that did not offend. | <input type="checkbox"/> Provided some feedback; sometimes hurt feelings of others with feedback or made irrelevant comments. | <input type="checkbox"/> Was openly rude when giving feedback. | |
| Receiving Feedback Score | <input type="checkbox"/> Graciously accepted feedback. | <input type="checkbox"/> Accepted feedback. | <input type="checkbox"/> Reluctantly accepted feedback. | <input type="checkbox"/> Refused to listen to feedback. | |
| Visual Impact "Best Overall" | "In Awe!", Fabulous | "Job well done!", Nice Job | Good, I can see where they were going with the theme." | "What?" I don't get it | |

**RUBRIC FOR COMMUNICATION SKILLS
DTE6044-EVENT PROJECT**

| Generic Student Attributes (GSA) / Learning Domain (LD) | Skills / Aspects | Excellent | Very Good | Good | Fair | Unsatisfactory |
|---|---|--|-----------|---|------|---|
| | | 5 | 4 | 3 | 2 | 1 |
| PLO6 Communication Skills | A. Reading: Understand and interpret written information such as manuals, graphs, and schedules to perform tasks; learn from text by identifying main ideas. | Understand and interpret written information such as manuals, graphs, and schedules to perform tasks and identify main ideas effectively. | | Understand and interpret written information such as manuals, graphs, and schedules to perform tasks and identify main ideas moderately. | | Have difficulty in interpreting written information such as manuals, graphs, and schedules to perform tasks and unable to identify any main ideas. |
| | B. Writing: Communicate ideas and information in writing and create documents such as letters, instructions, manuals, reports, graphs and flow charts. | Communicate ideas and information in writing and create documents such as letters, instructions, manuals, reports, graphs and flow charts effectively. | | Communicate ideas and information in writing, and create documents such as letters, instructions, manuals, reports, graphs and flow charts moderately. | | Have difficulty in communicating ideas and information in writing; unable to create documents such as letters, instructions, manuals, reports, graphs and flow charts. |
| | C. Listening: Ask relevant questions and give responses. | Ask challenging questions and give precise responses. | | Ask relevant questions and give appropriate responses. | | Have difficulty in asking questions and giving responses. |
| | D. Speaking: Organize ideas and communicate appropriately to listeners and in different situations; participate in conversations, discussions and group presentations. | Organize ideas and communicate appropriately to listeners and in different situations; participate actively in conversations, discussions and group presentations. | | Organize ideas and communicate appropriately to listeners and in different situations; participate moderately in conversations, discussions and group presentations with no significant errors. | | Have difficulty in organizing ideas and communicating appropriately to listeners and in different situations; have difficulty in participating in conversations, discussions and group presentations. |
| | E. Presentation Tools: Able to use technology in presentation. | Use effective and creative visuals and media to enhance presentations. | | Use appropriate visuals and media to enhance presentations. | | Use limited visuals and media in presentations. |

**RUBRIC FOR CRITICAL THINKING AND PROBLEM SOLVING
DTE6044-EVENT PROJECT**

| Generic Student Attributes (GSA) / Learning Domain (LD) | Skills / Aspects | Excellent | Very Good | Good | Fair | Unsatisfactory |
|--|---|---|-----------|--|------|---|
| | | 5 | 4 | 3 | 2 | 1 |
| Critical Thinking/ Problem Solving Skills | A. Creative/Innovative Thinking: Generate new ideas, use imagination freely, combine ideas or information in creative ways; make connections between seemingly unrelated ideas and reshapes goals. | Generate new ideas, use imagination freely, combine ideas or information in creative ways; make connections between seemingly unrelated ideas and reshape goals accurately. | | Identify new ideas, use imagination freely, combine ideas or information generally; make connections between existing ideas and reshape goals. | | Have difficulty in identifying new ideas, using imagination freely and making connections between unrelated ideas or reshape goals. |
| | B. Problem Solving: Able to identify and analyze problems. | Recognize problems, plan and develop alternative ideas accurately. | | Recognize problems, plan and develop alternative ideas with assistance. | | Have difficulty in recognizing problems, planning and developing alternative ideas. |
| | C. Seeing Things In The Mind's Eye: Able to visualize and interpret process symbols, pictures, graphs, objects, flowcharts and other information. | Demonstrate ability to organize and interpret process symbols, pictures, graphs, objects and other information accurately. | | Demonstrate ability to organize and interpret process symbols, pictures, graphs, objects and other information with assistance. | | Have difficulty in demonstrating ability to organize and interprets process symbols, pictures, graphs, objects and other information. |
| | D. Evaluate alternative ideas: Evaluate alternative ideas and recommend solutions. | Evaluate alternative ideas thoroughly and recommend solutions. | | Evaluate alternative ideas generally with assistance. | | Have difficulty in evaluating alternative ideas. |

RUBRIC FOR FINAL REPORT

DTE6044-EVENT PROJECT

| SCORE/RATING | 5 | 4 | 3 | 2 | 1 | TOTAL |
|--|--|--|--|--|--|-------|
| ORGANIZATION | Extremely completely organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | well organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | fairly organized; logical format that was easy to follow; flowed smoothly from one idea to another | show attempt organized. logical format that was easy to follow; flowed smoothly from one idea to another | not acceptable | |
| CONTENT | | | | | | |
| 1. INTRODUCTION | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 2. SWOT ANALYSIS | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | All facts are missing and not accurate | |
| 3. EVALUATION | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | All facts are missing and not accurate | |
| 4 SUGGESTION & RECOMMENDATION | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Suggestion and recommendation are not accurate | |

| | | | | | | |
|--|--|---|--|---|-----------------|--|
| RESEARCH | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |
| Grammar, Usage, Mechanics, Spelling | No errors | Only one or two errors | More than two errors | Numerous errors distract from understanding | a lot of errors | |
| Neatness | Typed; clean; neatly bound in a report cover; illustrations provided | Legible writing, well- formed characters; clean and neatly bound in a report cover | Legible writing, some ill- formed letters, print too small or too large; papers stapled together | Illegible writing; loose pages | not acceptable | |
| CREATIVITY | Was extremely interesting and presented with originality; a unique approach that truly enhanced the project | Was presented with originality; approach used enhanced the project | Was presented with some originality. | No evidence of originality or creativity. | not acceptable | |
| OVERALL REPORT IMPACT | The report demonstrates well the students's skills, abilities, and knowledge of the subject | The report helps to demonstrates the students's skills, abilities, and knowledge | The report does little to demsntrates the student's skills, abilities, and knowledge | The report does not demonstrates the students's skills, abilities and knowledge | not acceptable | |
| | | | | | TOTAL | |
| | | | | | TOTAL 100% | |

**RUBRIC FOR LEADERSHIP AND TEAMWORK SKILLS
DTE6044-EVENT PROJECT**

| Generic Student Attributes (GSA) / Learning Domain (LD) | Skills / Aspects | Excellent | Very Good | Good | Fair | Unsatisfactory |
|---|--|--|-----------|--|------|--|
| | | 5 | 4 | 3 | 2 | 1 |
| PLO7 Leadership and Teamwork Skills | A. Organization: Able to lead team members. | Assume leadership role efficiently in assigning tasks. | | Assume leadership role moderately in assigning tasks. | | Hardly able to assume leadership role in assigning tasks. |
| | B. Motivation: Able to motivate team members. | Strongly influence, motivate and inspire an individual or a team. | | Influence, motivate and inspire an individual or a team. | | Hardly able to influence, motivate and inspire an individual or a team. |
| | C. Resolve Conflict: Able to resolve conflict. | Offer ample constructive solutions to resolve conflicts based on objective criteria. | | Offer a few constructive solutions to resolve conflicts. | | Hardly able to offer constructive solutions to resolve conflicts. |
| | D. Communication: Able to communicate among team members. | Communicate effectively to team members. | | Communicate moderately to team members. | | Hardly able to communicate to team members. |
| | E. Participate as a Team Member: Work cooperatively with others and contribute ideas and suggestions to the team. | Always participate actively and able to cooperate with others. Consistently provide information, contribute suggestions and ideas to the team. | | Sometimes participate in a team , usually cooperate with others and provide information, contribute suggestions and ideas to the team. | | Rarely participate in a team, rarely cooperate with others and seldom provide information, contribute suggestions and ideas to the team. |
| | F. Guiding/Coaching Team Members: Help others in learning necessary knowledge and skills. | Extensive sharing of knowledge and skills with team members. Always respect and encourage each other. | | Sharing knowledge and skills with team members. Usually respect and encourage each other. | | Minimum sharing of knowledge and skills with team members. Minimum respect and encourage each other. |

RUBRIC PANEL EVALUATION

DTE6044-EVENT PROJECT

NAMA OF
PROGRAMME :

SESSION :

| Criteria | 4 – Excellent | 3 – Good | 2 – Fair | 1 – Poor | TOTAL |
|---|---|---|--|---|-------|
| Planning & Time Management | Exhibits a professional level of planning and time management | Planning and time management exhibited enhance the overall project | Basic planning and time management needs necessary for project completion met | Project hastily completed for deadline, Little planning or forethought | |
| Demonstrates Respect for others. | Behavior was superior, professional and a model for class. Model of how to act respectfully. | Behavior was acceptable. Acted in an acceptable way in terms of being respectful at site. | Behavior needs to be improved. Opportunities to act more respectfully at site | Disruptive to other students. Poor behavior. | |
| Communication | Actively listens, when others are speaking and/or instructing; rules/guidelines are followed and assists in helping others follow; area is left as clean as upon arrival; respects others on the site | Listens when, others speak; follows guidelines and rules; occasionally assists others | Frequently, inattentive; does not follow all rules/guidelines | Rude and,disrespectful; inattentive; distracts,others; violates,rules and guidelines | |
| Appearance | Student hair and make up is done, clothes are neat and professional. | Student hair and make up is done, clothes are neat. | Student hair and make up is done but clothes are unkempt. | Students hair and make up is not done and clothes looks sloppy and unkempt. | |
| Completeness | Well completed and space utilized well. ALL required components are visible. | Well completed, but space was not utilized to the full extent. Some items seem out of place. | Event is somewhat complete. Missing something. | Decorating was attempted or not complete. | |
| Activities | Clear vision of the activities, Description and needed supplies for activities is included and detailed, Activities are creative and take into consideration different age groups | Clear vision of the activities, Description and/or needed supplies for activities is not complete, Activities show some creativity and take into consideration different age groups | Activities are not well thought out or clear, Description and/or needed supplies for activities is missing, Activities show lack of creativity and/or do not consider different age groups | Activities are totally thought out or clear, Description and/or needed supplies for activities is missing, Activities show lack of creativity and/or do not consider different age groups. Its totally boring | |

| | | | | | |
|--|---|---|--|---|--|
| Overall Performance | Excellent!, Act is completely creative and unique. This act ROCKS! | Good. Performance is creative. | Fair/ Needs Work , There are some aspects of creativity in this performance. | Poor/Not Acceptable, This performance exhibits NO creativity whatsoever! | |
| Craftmanship | Exceptionally attractive. Well constructed and neat.Craftmanship/skills are excellent. | Attractive in terms of neatness. Good construction and not very messy. | The door is acceptably attractive though it may be a bit messy. Craftmanship/skills are average | Distractingly messy Craftmanship/skills are poor. | |
| "Most Creative" | Exceptional use of new ideas and originality to create an event. | Good use of new ideas and originality to create an event | Average use of new ideas and originality to create an event | No use of new ideas and originality to create an event | |
| Fun, eye-catching, communicates event theme | has catchy event decorations and communicates theme fully | has good communication of event theme. | average and common in it's theme | does not communicate theme | |
| Food & Beverage | prepared to perfection, creative presentation, all client happy with the food. Variety of food, have extra for everybody, On time | appropriate flavour, colour, texture & appearance, good presentation, variety of food, enough for everybody, client wanted to try | some irregularities in flavour, colour, texture &/or appearance, somewhat attractive presentation, some clients tried food. Limited of food, | poor flavour, colour, texture &/or appearance, unappetizing presentation, client did not want to try the food, not enough for everybody | |
| Visual Impact "Best Overall" | "In Awe!", Fabulous | "Job well done!", Nice Job | Good, I can see where they were going with the theme." | "What?" I don't get it | |
| TOTAL | | | | / 48 | |
| | | | | TOTAL % | |

Comment : _____

Prepared by

.....
Name ...

Signature

Designation :

Date

**RUBRIC FOR PORTFOLIO
DTE6044-EVENT PROJECT**

| SCORE/RATING | 4 | 3 | 2 | 1 | TOTAL |
|---------------------------------|--|---|--|--|-------|
| ORGANIZATION | Extremely completely organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | well organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | fairly organized; logical format that was easy to follow; flowed smoothly from one idea to another | show attempt organized. logical format that was easy to follow; flowed smoothly from one idea to another | |
| CONTENT | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | |
| RESEARCH | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | |
| CREATIVITY | Was extremely interesting and presented with originality; a unique approach that truly enhanced the project | Was presented with originality; approach used enhanced the project | Was presented with some originality. | No evidence of originality or creativity. | |
| OVERALL PORTFOLIO IMPACT | The portfolio demonstrates well the students's skills, abilities, and knowledge of the subject | The portfolio helps to demonstrates the students's skills, abilities, and knowledge | The portfolio does little to demsntrates the student's skills, abilities, and knowledge | The portfolio does not demonstrates the students's skills, abilities and knowledge | |
| | | | | TOTAL 100% | |

| RUBRIC PRESENTATION | | | | |
|----------------------------|---|--|--|---|
| | | DTE6044-EVENT PROJECT | | |
| | EXCELLENT (4) | GOOD (3) | FAIR(2) | POOR (1) |
| Content | An abundance of material clearly related; points are clearly made and all evidence supports main topic; varied use of materials | An abundance of material clearly related; points are clearly made and all evidence supports main topic; varied use of materials | An abundance of material clearly related; points are clearly made and all evidence supports main topic; varied use of materials | Material clearly related; points are clearly made and all evidence supports main topic; varied use of materials |
| Coherence and Organization | clearly stated and developed; specific examples are appropriate and clearly developed; conclusion is clear; shows control; flows together well; good transitions; not choppy; well organized | clearly stated and developed; specific examples are appropriate and clearly developed; conclusion is clear; shows control; flows together well; good transitions; not choppy; well organized | clearly stated and developed; specific examples are appropriate and clearly developed; conclusion is clear; shows control; flows together well; good transitions; not choppy; well organized | clearly stated and developed; simple examples provided; but conclusion is vague and choppy |
| KNOWLEDGE | Speaker is well informed and elaborates beyond the displayed material. | Speaker is well informed and elaborates a bit beyond the material displayed. | Speaker brings little knowledge to the presentation beyond what is displayed | Speaker simply reads the material displayed. |
| Powerpoint/Graphics | Slides are attractive. Text is legible. No grammatical errors. Graphics and effects are used throughout to enhance presentation. Information is at the advanced level and consistently supports images. | Slides are attractive. Text is legible. No grammatical errors. More than half of the slides use graphics and effects to enhance presentation. Information adequately supports images. | Slides are legible. Amount of text is too great for the amount of space provided. Some grammatical errors. Less than half the slides have graphics or effects. Information supports images at times. | The slides are not legible. The amount of text is too great for the space provided. There are several grammatical errors. There is little use of graphics or effects. The information does not consistently support images. |
| Creativity | Very original presentation of material; uses the unexpected to full advantage; captures audience's attention | Very original presentation of material; uses the unexpected to full advantage; captures audience's attention | Very original presentation of material; uses the unexpected to full advantage; captures audience's attention | Very plain presentation of material; uses fail to capture audience's attention |

| | | | | |
|--------------------------|--|--|---|--|
| Material | Balanced use of multimedia materials; properly used; use of media is varied and appropriate | Balanced use of multimedia materials; properly used; use of media is varied and appropriate | Balanced use of multimedia materials; use of media is varied and appropriate | No evidence of multimedia materials |
| Speaking Skills | Poised, clear articulation; proper volume; steady rate; good posture and eye contact; enthusiasm; confidence | Poised, clear articulation; proper volume; steady rate; good posture and eye contact; enthusiasm; confidence | – Not confident, unclear articulation; avoiding eye contact | Not confident, unclear articulation; avoiding eye contact |
| Audience Response | Involved the audience in the presentation; points made in creative way; held the audience's attention throughout | Not able to capture the audience in the presentation; could not hold the audience's attention throughout | Not able to capture the audience in the presentation; could not hold the audience's attention throughout | Not able to capture the audience in the presentation; could not hold the audience's attention throughout |
| Eyes & Body | Always keeps eye contact with audience most of the time; only glances at notes or slides, uses natural gestures and movements, looks poised and confident, wears clothing appropriate for the occasion | keeps eye contact with audience most of the time; only glances at notes or slides, uses natural gestures and movements, looks poised and confident, wears clothing appropriate for the occasion | makes infrequent eye contact; reads notes or slides most of the time, shows some poise and confidence, (only a little fidgeting or nervous movement), makes some attempt to wear clothing appropriate for the occasion | does not look at audience; reads notes or slides, lacks poise and confidence (fidgets, slouches, appears nervous), wears clothing inappropriate for the occasion, does not use gestures or movements |
| Voice | speaks clearly; speaks loudly enough for everyone to hear; changes tone and pace to maintain interest, only one or two times uses filler words, adapts speech for the context and task, demonstrating command of formal English when appropriate | speaks clearly; not too quickly or slowly, speaks loudly enough for everyone to hear; changes tone and pace to maintain interest, rarely uses filler words, adapts speech for the context and task, demonstrating command of formal English when appropriate | speaks clearly most of the time, speaks loudly enough for the audience to hear most of the time, but may speak in a monotone, occasionally uses filler words, attempts to adapt speech for the context and task but is unsuccessful or inconsistent | mumbles or speaks too quickly or slowly, speaks too softly to be understood, frequently uses "filler" words ("uh, um, so, and, like, etc."), does not adapt speech for the context and task |
| Length of Presentation | Within two minutes of allotted time +/- | Exceeded time allotted | Exceeded time allotted | Exceeded time allotted |

**DTE3014-EVENT PLANNING
EVALUATION : INDUSTRY**

NAME OF EVENT : xxxx

STUDENT NAME :

MATRIC NO :

Purpose Of The Project: *This score indicates the purpose of the project or task given to the student throughout the completion of the project.*

| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
|-------------------------------|-------------------------|---|-----|---|-----|---|-----|--|-----|--|
| PURPOSE OF THE PROJECT | No evidence of planning | Lacks sufficient evidence of use of content standards as a rationale for planning the event or activity | | sufficient evidence of use of content standards as a rationale for planning the event or activity | | Utilizes content standards as a basis for the rationale for planning, and as an integrated component of the event or activity | | Utilizes content standards as a basis for the rationale for planning, and as an integrated component of the event or activity Presents evidence that references the problem or the need for the event or activity | | Utilizes content standards from a variety of disciplines as a rationale for planning and as integral components of the event or activity |
| | | | | | | | | | | |
| Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 |

Comments:

Points Possible: 5

Score

Planning and Time Management: *This score indicates the amount of time spent planning the project and the effectiveness of time management skills throughout the completion of the project (meeting assigned deadlines, turning in paperwork, etc.).*

| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
|---------------------------------------|-------------------------|--|-----|--|-----|---|-----|--|-----|---|
| PLANNING & TIME MANAGEMENT | No evidence of planning | Procrastination lead to incomplete project | | Little planning or forethought. Project hastily completed for deadline | | Basic planning and time management needs necessary for project completion met | | Planning and time management exhibited enhance the overall project | | Exhibits a professional level of planning and time management |
| | | | | | | | | | | |
| Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 |

Comments:

Points Possible: 5

Score

| Implementation : This score indicates the effectiveness of implementation skills throughout the completion of the project | | | | | | | | | | | |
|---|-------------------------------|--|--|--|--|--|--|---|--|--|--|
| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 | |
| IMPLEMENTATION | No evidence of implementation | Little evidence of implementation. Fails to make key steps clear or fails to demonstrate completion of the event or activity | | Omits details in schedule or fails to make key steps clear or fails to demonstrate completion of the event or activity Fails to adjust the schedule to compensate for unforeseen circumstances Uses time, money, people, resources or facilities inefficiently | | Include details in schedule or able to make key steps clear or able to demonstrate completion of the event or activity Fails to adjust the schedule to compensate for unforeseen circumstances, uses time, money, people, resources or facilities inefficiently | | Writes a schedule that is clear and easily understood by the intended audience and clearly describes the steps necessary to put the plan into action Adjusts the schedule in ways that reflect the established criteria and responds to unforeseen circumstances. Makes efficient use of time, money, people, resources and facilities | | Writes a schedule that is clear, easily understood by peers, and includes annotations of documentation or background necessary for the various steps of the schedule Adjusts the schedule in a manner that reflects reaction as well as anticipation to established priorities and unforeseen circumstances Makes excellent use of time, money, people, resources and facilities within the schedule | |
| | | | | | | | | | | | |
| <p>Comments:</p> <p style="text-align: right;">Points Possible: 5</p> <p style="text-align: right;">Score <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/></p> | | | | | | | | | | | |

Identifies & explain issues: *This score indicates the knowledge of student to identifies and explain the issues to expended completing the project.*

| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
|---|---|--|---|---|---|--|---|---|---|---|
| IDENTIFIES & EXPLAINS ISSUES | Little or no evidence of Identifies & Explains Issues | Fails to identify, summarize, or Explain the main problem or question. Represents the issues inaccurately or inappropriately | | Identifies main issues but does not summarize or explain them clearly or sufficiently | | Successfully identifies and summarizes the main issues, but does not explain why/how they are problems or create questions | | Successfully identifies and summarizes the main issues, and able to explain why/how they are problems or create questions | | Clearly identifies and summarizes main issues and successfully explains why/how they are problems or questions; and identifies embedded or implicit issues, addressing their relationships to each other. |
| | Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 |

Comments:

Points Possible: 5

Score

Evidence of Learning and Risk Factor: *This score indicates the level of knowledge gained by the student evident through the project, and the extent to which the student was “stretched” or took risks through the project experience.*

| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
|---|---------------------------------|--|---|---|---|---|---|---|---|--|
| EVIDENCE OF LEARNING AND RISK FACTOR | No evidence of genuine learning | Student never stretched their knowledge/capabilities | | Little demonstration of genuine learning; limited risks taken | | Project demonstrates genuine learning/risks were taken for expanding knowledge and skills | | Project and project experience clearly “stretched” student knowledge and skills | | Student took several risks to achieve a superior level of knowledge and skills through the project process |
| | Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 |

Comments:

Points Possible: 5

Score

| Degree of Difficulty: <i>This score indicates the variety and complexity of the components to completing the project.</i> | | | | | | | | | | |
|--|--------------------|--------------------------------|-----|--|-----|--|-----|---|-----|--|
| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
| DEGREE OF DIFFICULTY | Project incomplete | Not age-appropriate difficulty | | Little degree of difficulty evident One dimensional project | | Project comprised of more than one component of appropriate difficulty | | Project comprised of multiple components or components exhibit great difficulty | | Project complexity approaches professional quality |
| Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 |
| <p>Comments:</p> <p style="text-align: right;">Points Possible: 5</p> <p style="text-align: right;">Score <input style="width: 40px; height: 20px;" type="text"/></p> | | | | | | | | | | |

| Portfolio Preparation: <i>This score indicates the quality of visual appeal / organization</i> | | | | | | | | | | |
|--|---|--|-----|--|-----|------------------------------------|-----|--|-----|--|
| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
| VISUAL APPEAL/ ORGANIZATION | Little or no visual appeal / organization | Incomplete. Some required sections missing | | has major formatting and/or many spelling errors | | complete with several minor errors | | complete with very few minor errors Contents concise and accessible | | concise, accessible, with unique content No formatting or spelling errors |
| Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 |
| <p>Comments:</p> <p style="text-align: right;">Points Possible: 5</p> <p style="text-align: right;">Score <input style="width: 40px; height: 20px;" type="text"/></p> | | | | | | | | | | |

LAMPIRAN I

Quality of Final Project: *This score indicates the actual quality of the physical product or quality of the project experience, with “professional” quality being a score of 5.*

| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
|---|--|--|-----|--|-----|--|-----|---|-----|--|
| QUALITY OF FINAL PROJECT | No physical project or documentation of project experience | Little concern for project quality or incomplete project | | Project completed but demonstrates low quality | | Project demonstrates appropriate quality | | High quality project illustrates student work ethic | | Professional quality product or project experience |
| Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 |
| <p>Comments:</p> <p style="text-align: right;">Points Possible: 5</p> <p style="text-align: right;">Score <input style="width: 40px; height: 20px;" type="text"/></p> | | | | | | | | | | |

Quality of Final Project: *This score indicates the actual quality of the physical product or quality of the project experience, with “professional” quality being a score of 5.*

| Indicator | Level 0 | Level 1 | | Level 2 | | Level 3 | | Level 4 | | Level 5 |
|---|----------------------------|--|-----|--|-----|--|-----|---|-----|---|
| INITIATIVE & MOTIVATION | No initiative & motivation | Did not initiate new ideas. Waited for instruction. Was idle until directed by another student. NO motivation. | | Did not initiate new ideas. Waited for instruction. Was idle until directed by another student. Lacked motivation. | | Needs to take more initiative. Interested in performing the minimum amount of work. Displayed little leadership qualities. | | Showed fluctuating and inconsistent levels of initiative and motivation. Displayed some leadership qualities. | | Demonstrated initiative. Level of consistently high motivation from class to class. Displayed major leadership qualities. |
| Circle one | 0 | 1 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 |
| <p>Comments:</p> <p style="text-align: right;">Points Possible: 5</p> <p style="text-align: right;">Score <input style="width: 40px; height: 20px;" type="text"/></p> | | | | | | | | | | |

LAMPIRAN I

| RUBRIC FOR PROPOSAL | | | | | | |
|------------------------------------|--|---|--|--|-------------------------|-------|
| DTE3014-EVENT PLANNING | | | | | | |
| SCORE/RATING | 5 | 4 | 3 | 2 | 1 | TOTAL |
| A.ORGANIZATION | Extremely completely organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | well organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | fairly organized; logical format that was easy to follow; flowed smoothly from one idea to another | show attempt organized. logical format that was easy to follow; flowed smoothly from one idea to another | not acceptable | |
| B. CONTENT | | | | | | |
| 1. INTRODUCTION | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 2. OBJECTIVE/PURPOSE | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 3. EVENT / PROGRAMME IMPACT | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 4. TENTATIVE PROGRAMME | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 5. DETAILS OF EVENT | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |

| | | | | | | |
|---|--|---|--|---|--|--|
| | | project effective | | | | |
| 6. SPONSORSHIP / MARKETING | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |
| 7. BUDGETING / PRIZES | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | All facts are missing and not accurate | |
| 8. TECHNICAL SPEC | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |
| B. GRAMMAR, USAGE, MECHANICS, SPELLING | No errors | Only one or two errors | More than two errors | Numerous errors distract from understanding | a lot of errors | |
| C. NEATNESS | Typed; clean; neatly bound in a report cover; illustrations provided | Legible writing, well- formed characters; clean and neatly bound in a report cover | Legible writing, some ill- formed letters, print too small or too large; papers stapled together | Illegible writing; loose pages | not acceptable | |

| | | | | | | |
|---------------------------------|---|---|--|---|-------------------|--|
| D. CREATIVITY | Was extremely interesting and presented with originality; a unique approach that truly enhanced the project | Was presented with originality; approach used enhanced the project | Was presented with some originality. | No evidence of originality or creativity. | not acceptable | |
| E. DESIGN | The artwork demonstrates excellent use of color. The design easy to understand and is visually compelling. | The artwork demonstrates good use of color. The design relatively easy to understand and is somewhat visually compelling. | The artwork demonstrates poor choice of color. The design is difficult to understand and is confusing. | The artwork lacks thoughtful design. | not acceptable | |
| F. OVERALL REPORT IMPACT | The report demonstrates well the students's skills, abilities, and knowledge of the subject | The report helps to demonstartes the students's skills, abilities, and knowledge | The report does little to demsntrates the student's skills, abilities, and knowledge | The report does not demonstrates the students's skills, abilities and knowledge | not acceptable | |
| | | | | | TOTAL | |
| | | | | | TOTAL 100% | |

| RUBRIC FOR FEASIBILITY STUDY | | | | | | |
|------------------------------|--|---|--|--|-------------------------|-------|
| DTE3014-EVENT PLANNING | | | | | | |
| SCORE/RATING | 5 | 4 | 3 | 2 | 1 | TOTAL |
| A.ORGANIZATION | Extremely completely organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | well organized; logical format that was easy to follow; flowed smoothly from one idea to another and well conveyed; the organization enhanced the effectiveness of the project | fairly organized; logical format that was easy to follow; flowed smoothly from one idea to another | show attempt organized. logical format that was easy to follow; flowed smoothly from one idea to another | not acceptable | |
| B. CONTENT | | | | | | |
| 1. EXECUTIVE SUMMARY | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 2. OBJECTIVE/PURPOSE | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 3. DETAILS OF EVENT | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Facts were not accurate | |
| 4. MARKETING | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |
| 5. SPONSORSHIP | Extremely went above and beyond to research information; solicited material | Went above and beyond to research information; solicited material in addition to what | Researched information; obtained some | No additional material was researched | No research | |

| | | | | | | |
|---------------------------|--|---|---|---------------------------------------|--|--|
| | in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | additional material in addition to what was provided. | | | |
| 6. BUDGETING | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | All facts are missing and not accurate | |
| 7. TECHNICAL SPEC | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |
| 8. RISK MANAGEMENT | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |
| 9. SWOT ANALYSIS | Extremely went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized many types of resources to make project effective | Went above and beyond to research information; solicited material in addition to what was provided; brought in personal ideas and information to enhance project; and utilized a few types of resources to make project effective | Researched information; obtained some additional material in addition to what was provided. | No additional material was researched | No research | |

| | | | | | | |
|---|---|---|--|---|--|--|
| 10.SUGGESTION & RECOMMENDATION | Extremely Complete & accurate; all facts were precise and explicit | Complete & accurate; all facts were precise and explicit | Accurate; all facts were precise and explicit | Facts were accurate | Suggestion and recommendation are not accurate | |
| B. GRAMMAR, USAGE, MECHANICS, SPELLING | No errors | Only one or two errors | More than two errors | Numerous errors distract from understanding | a lot of errors | |
| C. NEATNESS | Typed; clean; neatly bound in a report cover; illustrations provided | Legible writing, well- formed characters; clean and neatly bound in a report cover | Legible writing, some ill- formed letters, print too small or too large; papers stapled together | Illegible writing; loose pages | not acceptable | |
| D. CREATIVITY | Was extremely interesting and presented with originality; a unique approach that truly enhanced the project | Was presented with originality; approach used enhanced the project | Was presented with some originality. | No evidence of originality or creativity. | not acceptable | |
| E. DESIGN | The artwork demonstrates excellent use of color. The design easy to understand and is visually compelling. | The artwork demonstrates good use of color. The design relatively easy to understand and is somewhat visually compelling. | The artwork demonstrates poor choice of color. The design is difficult to understand and is confusing. | The artwork lacks thoughtful design. | not acceptable | |
| F. OVERALL REPORT IMPACT | The report demonstrates well the students's skills, abilities, and knowledge of the subject | The report helps to demonstartes the students's skills, abilities, and knowledge | The report does little to demsntrates the student's skills, abilities, and knowledge | The report does not demonstrates the students's skills, abilities and knowledge | not acceptable | |
| | | | | | TOTAL | |
| | | | | | TOTAL 100% | |

AHLI JAWATANKUASA

Ketua

Kamal Bin Ali

Timbalan Ketua

Azila Binti Abdul Wahid

Editor

Ismail Bin Mohamad (PMM)

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