### FACILITIES MANAGEMENT DEPARTMENT

**Event Management and Support Services – Function Check-List Form**

1. Event name: ____________________________________________________________

2. Date: ___________________________ Time: ___________________________

3. Venue: ___________________________ Estimated no. of participants: ____________

4. **Nature of event: (please ✓ where appropriate)**
   - Workshop
   - Seminar
   - Conference
   - Press Conference
   - Short Course
   - Symposium
   - Exam
   - Others ____________

5. **Details of contact person**
   - Name: ___________________________ Exttn.: _______________ Mobile: __________________

6. **Equipment / Fittings / Furniture required**
   - LCD projector
   - Laptop (For Staff Only)
   - Microphone (Clip) ______ unit(s)
   - Microphone (Handheld) ______ unit(s)
   - Projector screen ______ unit(s)
   - Microphone (Stand) ______ unit(s)
   - PA system
   - TV
   - Laser pointer (For Staff Only)
   - Stand fan ______ unit(s)
   - Flipchart ______ unit(s)  *Paper not included*
   - Rostrum ______ unit(s)
   - Mobile board ______ unit(s)
   - Exhibition booth ______ unit(s)
     (1 board, 1 IBM and 2 chairs)
   - IBM table ______ unit(s)
   - Round table ______ unit(s) (10 seats)
   - Round table ______ unit(s) (8 seats)
   - Stage _____ unit(s)
   - Tablecloth _____ piece(s) (For Staff Only)
     *subject to cost for laundry*
   - Banquet chair _____ unit(s) (For VIP)
   - Plastic chair _____ unit(s)
   - Chair-cover _____ piece(s) (For VIP)
   - Q-rails _____ unit(s)
   - Signage-stand _____ unit(s) (Max 5 Only)
     *(Signage to be provided by organizer-A3 size. For all School events max.5 signage only or otherwise justification is required)*
   - Additional rooms required _____ room(s) (subject to availability)

   **Layout plan inclusion**
   - Yes  ☑  No  ☐

   **Important:** Organizer to provide layout plan **1 week before the function & to discuss the set up with FMD members. We will proceed with the setup only with proof of your event being approved by Event Management.**

7. It is the requestor’s responsibility to verify the setup before the event. Last minutes (on the day of the function) amendment of set up will not be entertained.

8. Schools/Units/Clubs and Societies will be held responsible for the damaging and repairing cost of equipment and resources supply to function/event.

<table>
<thead>
<tr>
<th>Setup verification</th>
<th>We/I hereby agreed and accepted the above terms and conditions and that all items requested will be handled with care.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(that venue is setup in accordance to the request and equipment/resources supply are in good working condition):</td>
<td>Name: ___________________________________________</td>
</tr>
<tr>
<td>Name: ___________________________ Signature: ___________________________ Date: ___________________________</td>
<td>Name: ___________________________ Signature: ___________________________ Date: ___________________________</td>
</tr>
</tbody>
</table>

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*Note: Pages 2 and 3 of the form continue with further details on equipment and additional resources required.*