

CHECKLIST FOR MINISTERIAL FORUM

I EVENT DETAILS

- Confirmation of Date
- Topic
- Time
- Venue
- Determine dress code

II INVITATION

- To determine if talk is restricted to Singaporean students
- To draw up guest list which may include NUS President and Senior Management, specific students and NUSSU members (depending on the scale of the Forum, only key personnel will be invited)
- To prepare emails / invitation cards for staff, NUSSU (Guests to receive invitations 2 weeks' ahead of event)
- To prepare tickets for students (Factor in attrition rate based on past experience.
- To determine if NUS is to issue invitation cards and tickets to the other universities

III LOGISTICS

OED to look into the following :

- Rostrum
- Tables & chairs on the stage (to provide contact of NUS Term Contractor for student organiser's action)
- Security
- Lift attendants
- Carpark for Minister and guests
- Banners
- Direction signage
- Potted plants (To provide contact of the NUS Term Contractor for student organiser's action)
- Umbrellas in case of rainy day

UCC to look into the following :

- Cleaning of Hall, theatre, toilets
- Air-con, lightings
- Interview room for Minister with media complete with furniture
- Map for Minister of UCC and carpark

CIT to provide :

- Technical crew
- Video and sound technical assistance
- Multimedia projection
- Webcasting service
- Filming of entire process
- CTV for other LTs

OCR to be consulted on :

- Press release
- Invited media
- Broadcast by media

Student Organisation to undertake the following:

a) Tea Reception

- Menu
- Site of reception
- Special requests by Minister (if any)

b) Guest Reception Counter

- Guest Book (if required)
- Receiving Party (for student, CVs are required)

c) Ushers

- Students
- OSA Staff (if required)

d) Programme

- To put up the programme for printing
- Q & A - To ask student organisation to stand by students to ask questions

e) Minister's Entourage

- Seating Area
- When the security will comb the area

IV OTHERS

- Budget
- Chariman / MC of event
- OSA to reccee with OED, UCC & Minister's office (on the route taken by Minister)
- Name tags for guests
- Chaperon for Minister's spouse (if required)
- Tokens of appreciation
- Phototaking coordination
- Labels on seats
- Backdrop on stage