## SOP-CO-001\_Organizing University-Level Event Event Master List

	LAGIII	Master List		
活動資料 Event Information				
活動名稱 Name of event		日期 Date / 時間 Time		
主辦單位 Organizer(s)		對象 Target audience		
地點 Venue		預計人數 Expected number of a	udience	
申請者聯絡資料 (如適用) Contact Informa	tion of Requester (If applicable	)		
姓名 Name		部門 Unit		
電話 Tel		申請日期		
電郵 Email		Request Date		
活動範圍 Activities Scope			office	
Ceremony 儀式		詳細資料	Details	
Cocktail Reception 招待酒會		icatio		
Meeting 會議		anulca		
Conference 論壇	comi			
Seminar / Lecture 研討會 / 講座	the co			
Lunch / Dinner / Refreshment 午宴、晚宴 / 荃點招待	N			
□ UM Activity Day 澳大活動日				
□ Ceremony 儀式 □ Cocktail Reception 招待酒會 □ Meeting 會議 □ Conference 論壇 □ Seminar / Lecture 研討會 / 講座 □ Lunch / Dinner / Refreshment 午宴、晚宴 / 茶點招待 □ UM Activity Day 澳大活動日 □ Campus Visit 校園探訪				
傳訊部公共關係處專用 For CO-PRS Only				
Remarks 備註:				

Please fill in this Event Master List according to the below instructions (請以以下方式填寫此表格)



A tick to represent necessary / 劃勾代表需要

Empty box to represent not necessary or not applicable / 留空代表不需要或不適用

<u>第一部分 Part I</u> 邀請嘉賓 Guest Invitation & Reception	2 - 12 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Z/V +/ + A	部門主管確認: Verified by: 日期 / Date:	
Item	Detail	s		
Guest Invitation				
	□ 政府部門	□外交公署	□ 榮譽學位授予人士	
	□ 13個主要部門		<u> </u>	
	│ │ │ │ │ │ 直屬行政長官管轄的部門		<u> </u>	
	│ │ □ 社會文化司轄下部門			
Invitation Category	 □ 司級 □ 局級 □ 副局級	│ │ │ │ ○ │ ○ │ ○ │ ○ │ ○ │ ○ ○ ○ ○ ○ ○		
			□ 會長 □ 理事長	
	□主任 □ 副主任	□ 澳門大學歷屆校長		
		□本地 □ 海外		
	□大學創始人			
Invitation Format	☐ Invitation Card	Chi Eng Port	Target	
	Invitation Letter	Chi Eng Port	Target	
		Chi Eng Port	Target	
	E-bulletin (Student / Staff)	Chi Eng Port	Target Attachment	
	E-Invitation (System)	☐ Chi ☐ Eng ☐ Port	Target Attachment	
	Social Media (FB, WeChat)	☐ Chi ☐ Eng ☐Port	Target Attachment	
	Others	☐ Chi ☐ Eng ☐ Port	Target Attachment	
Collection of RSVP	Responsible by:	Due Date:		
	Responsible by:	Due Date:		
Follow up with no-reply invitees	Fax Calls Email			
	Responsible by:	Due Date:		
Sending of other documents	Car Permit	Uniform		
	Information/Document	Others		

Guest Reception			
	Water / Glass & lid	Refreshment	Seat label / Name Tent
VIP Room	Souvenirs	Stationery	□ wc
	Corsage / Table flower	Name tent for name card	Tray for name card
	Brochure / Leaflet	Souvenir	SI machines
Reception Area	SI Notice	Signing Book	Signing Pen
	Bowl with candy	Reception Staff	Others
Seating Area	Seat Label	Seat Category Label	SI Machines
Seating Area	Brochure / Leaflet	Souvenirs	Others
CE Invitation			III
Invitation of CE	Invitation Letter	Others	eı
Confirmation of CE	Reply Letter	Other Channels	
CE Reception		ication	
Site Check	Site Check with CE office/Police	Seat Plan	Standing Plan
	☐ Route Map	☐ Inform CMDO	
On Site Reception	Assign staff to receive CE	☐ VIP Room	Refreshment
on one recopion	Cushion	Others	
			\$7.88 → \$5.7\$ \$7.
第二部分 Part II 綜合統籌 General Logistics	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:
			Verified by:
綜合統籌 General Logistics Item Event preparation		Handled by:	Verified by: 日期 / Date:
綜合統籌 General Logistics Item Event preparation  Budget & Proposal	Due date:  Responsible by:	Handled by:  Details	Verified by: 日期 / Date:
綜合統籌 General Logistics Item Event preparation  Budget & Proposal  Confirm programme rundo	Due date:  Responsible by:	Handled by:  Details	Verified by: 日期 / Date:
綜合統籌 General Logistics Item Event preparation  Budget & Proposal  Confirm programme rundo  Task Allocation	Due date:  Responsible by:	Details Due Date:	Verified by: 日期 / Date:
綜合統籌 General Logistics Item Event preparation  Budget & Proposal  Confirm programme runde  Task Allocation  Recruit of Manpower	Due date:  Responsible by:	Handled by:  Details	Verified by: 日期 / Date:
綜合統籌 General Logistics Item  Event preparation  Budget & Proposal  Confirm programme rundo  Task Allocation  Recruit of Manpower  SI Interpreter	Due date:  Responsible by:	Details Due Date:	Verified by: 日期 / Date:
綜合統籌 General Logistics Item Event preparation  Budget & Proposal  Confirm programme runde  Task Allocation  Recruit of Manpower	Responsible by:  Responsible by:	Details Due Date:	Verified by: 日期 / Date:
編合統籌 General Logistics Item  Event preparation  Budget & Proposal  Confirm programme rundo  Task Allocation  Recruit of Manpower  SI Interpreter  Recruit student helpers	Responsible by:  Responsible by:  Prefer(s)	Details Due Date:	Verified by: 日期 / Date:
綜合統籌 General Logistics Item  Event preparation  Budget & Proposal  Confirm programme rundo  Task Allocation  Recruit of Manpower  SI Interpreter  Recruit student helpers  Recruit simultaneous interpreter	Responsible by:  Responsible by:  Prefer(s)	Details Due Date:	Verified by: 日期 / Date:
編合統籌 General Logistics Item  Event preparation  Budget & Proposal  Confirm programme rundo  Task Allocation  Recruit of Manpower  SI Interpreter  Recruit student helpers  Recruit simultaneous interpreter  Recruit outsource mover	Responsible by:  Responsible by:  Prefer(s)	Details Due Date:	Verified by: 日期 / Date:
編合統籌 General Logistics Item  Event preparation  Budget & Proposal  Confirm programme rundo  Task Allocation  Recruit of Manpower  SI Interpreter  Recruit student helpers  Recruit simultaneous interpreter  Recruit outsource mover of the Helper from other units	Responsible by:  Responsible by:  rpreter(s)  cleaner	Details Due Date:  Due Date:	Verified by: 日期 / Date:
### General Logistics   Item	Responsible by:  Responsible by:  rpreter(s)  cleaner	Details Due Date:  Due Date:	Verified by: 日期 / Date:
### General Logistics   Item	Responsible by:  Responsible by:  rpreter(s)  cleaner  Responsible by:	Details Due Date:  Due Date:	Verified by: 日期 / Date:
### General Logistics   Item	Responsible by:  Responsible by:  rpreter(s)  cleaner  Responsible by:  ersonnel	Details Due Date:  Due Date:  Due Date:	Verified by: 日期 / Date:
### General Logistics   Item	Responsible by:  Responsible by:  rpreter(s)  cleaner  Responsible by:  ersonnel  Responsible by:	Details Due Date:  Due Date:  Due Date:  Due Date:	Verified by: 日期 / Date:
Separation   Budget & Proposal   Confirm programme runder   Task Allocation   Recruit of Manpower   SI Interpreter   Recruit student helpers   Recruit simultaneous interpreter   Recruit outsource mover   Helper from other units   Working Personnel   Prepare uniform   Prepare working badge   Briefing with all working personel   Walkie-talkies   Before event date   OC Briefing (Date:	Responsible by:  Responsible by:  Responsible by:  Responsible by:  Responsible by:  Provided the state of th	Details Due Date:  Due Date:  Due Date:  Due Date:	Verified by: 日期 / Date:
Recruit outsource mover of the prepare uniform   Prepare uniform   Prepare uniform   Prepare working padge   Briefing with all working padge   Rehearsal (Date:	Responsible by:  Responsible by:  rpreter(s)  cleaner  Responsible by:  ersonnel  Responsible by:  / Time: / Time: / Time:	Details Due Date:  Due Date:  Due Date:  Due Date:	Verified by: 日期 / Date:
Separation   Budget & Proposal   Confirm programme runder   Task Allocation   Recruit of Manpower   SI Interpreter   Recruit student helpers   Recruit simultaneous interpreter   Recruit outsource mover   Helper from other units   Working Personnel   Prepare uniform   Prepare working badge   Briefing with all working personel   Walkie-talkies   Before event date   OC Briefing (Date:	Responsible by:  Responsible by:  rpreter(s)  cleaner  Responsible by:  ersonnel  Responsible by:  / Time: / Time: / Time:	Details Due Date:  Due Date:  Due Date:  Due Date:	Verified by: 日期 / Date:

第三部分 Part Ⅲ 餐飲 Catering	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:
Item	Deta	Remarks	
Budget & Proposal			
Programme rundown			
☐ Photo taking & Video Shooting	☐ In-house (Pax:)	Outsource (Pax:)	
Simultaneous Translation	☐ Mobile SI	Reserve Translator	
Confirm restaurant/ supplier			
Gather 3 quotations	(1)(2)	_ (3)	
Number of table/participants	☐ Head Table (pax)	Round Table (tables@pax)	
Serving time and duration (Start T	ime:/ Duration:/ E	nd Time:)	
☐ Table type	☐ Round ☐ Long ☐ L shape ☐ L	J shape	
	☐ Western	Separate Dish	
☐ Menu style	Chinese	☐ Vegetarian Menu	
	Buffet	Others	111/1
Beverages (UM Wine)	Corkage Fee ()	☐ Free Bottles	
Cocktail Reception		· c O1111	
Coffee Break		*iON3	
Payment Method	☐ Cash ☐ Credit Card ☐ On C	Credit	
Additional Charge	mmu		
Cancelation Policy	☐ Confirmation due date		
Site-check	the		
□ WC Location	9 64		
Lift Location  Car Park	Free Parking (Hours)	Specific area	
Venue Set up	ricard		
Table set up style	☐ Golden ☐ Red ☐	Others	
Signage	☐ By vendor ☐ By UM		
Seat plan			
	☐ Sofa area	☐ Beverages & Refreshment	
VII Room arrangement	☐ Seat plan (☐By vendor /☐UM)	☐ Name tent	
Reception Arrangement	Stationery & signing book	☐ Tray for name card	
☐ Floral Arrangement	Head table	☐ Corsage	
	Bouquet		
Souvenir Arrangement	UM Wine	☐ Info Kit	
	Silver plate	Others	
Stage Arrangement			
☐ MC (Name:)	Language:		
	Mic (stand mic / podium mic / wireless mic	· 1	
	Podium ( UM Logo)	Projector / screen	
Equipment	PA system & Speaker	Backdrop (Install date)	
	Stairs for photo taking	Banner (Install date)	
	Projection source     (DVD / Notebook / live-feed)	☐ Background Music	
Toasting	☐ Tray & Wine	☐ Happy Lady	
Performance			

	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:
Item	Det	tails	Remarks
Promotion & Publicity			
Promotion & Publicity Plan			
Budget			
Promotion & Publicity Schedule			
	Pre-press release	Schedule:	
	Post-press release	Schedule:	
		Independent website	
	UM Website	UM Event Calendar	
		Youtube (Schedule: )	
		Facebook (Schedule: )	
	☐ Video Making	UM Website (Schedule: )	
		Wechat (Schedule: )	
	E-bulletin	Staff Student	
		Schedule:	.101
	Email	Staff Student Alumni	Ola
☐ Promotion & Publicity Items		Schedule:	
	SMS	Staff Student	
		Schedule:	
	Newspaper Ad	Schedule:	
	☐ TV ad	Schedule:	
	Radio Ad	Schedule:	
	Facebook	Schedule:	
1	Wechat	Schedule:	
A DY	Weibo	Schedule:	
areu	Youtube	Schedule:	
orebared by	Other distribution	Schedule:	
Media Service			
Media Service			
☐ Press Conference	Confirm date/ time/ venue	Spokeperson(s)	
	Media interview	Information kit	
	Media Invitation for event	Seat Plan (Area)	
	Media name badge	Attendance log sheet	
	Media interview	Information kit	
Matarial diatribution internal units	Voice Record	Tray for Name Card	
Material distribution internal units	E-bulletin Email Other chan		
☐ Info to CO-PRS	Email Hard Copy Other chan	irieis	
Record Service		I	T
	Budget	No of photographer	
☐ Photo taking	In house	Outsource	
	Working badge	Service Briefing	
	Duration	Post-edit	
	Budget	No of camera men	
Vide a ve condita a	In house	Outsource	
☐ Video recording	Working badge	Service Briefing	
	Livefeed	Duration	
	Post-edit		
Evaluation			
☐ Media coverage:			
Social media reach/view:			

<u>第五部分 Part V</u> Production & Souvenir 設計及紀念品製作		經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:
Item	Deta	ils	Remarks
Production			
Budget Planning (\$	)		
Confirm Production Items	Poster	Ticket	
	☐ Huge Signage	Easy up	
	Backdrop	Stage	
	Banner	☐ Directional Sigange	
	Sticker	Leaflet / flyer	
	Brochure	☐ Tailor-made production	
	Others		
☐Raise PR			
Obtain Quotation			
Confirm Vendor			. 111
Site Check with Vendors	☐ Signage Plan	☐ Floor plan	e. Uii
	☐ Loading Deck	Lorry parking arrangement	
	☐ Installation notice to SFS	Production spot	
Confirm Design		ication	
Meeting with Designer	☐ In house designer	Out-source designer	
Design Element	Design Template / main visual	☐Wordings & Contents	
Confirm layout timeline	ItemDL:	Item DL:	
	Item DL:	Item DL:	
	Item DL:	Item DL:	
Confirm Delivery & installation	Item DL:	Item DL:	
☐ Monitor Samples	Colour tone	Material	
☐ Monitor Installation			
Confirm Dismantle			
Souvenir			
Budget Planning			
Raise PR			
Obtain Quotation			
Confirm Vendor			
Confirm Souvenir/ Gift Items	☐ From Souvenir System	☐ Tailor-made souvenir	
	Item To:	Item To:	
	Item To:	Item To:	
	ItemTo:	ItemTo:	
Confirm Design	Item To:	Item To:	
☐ Meeting with Designer	☐ In house designer	Out-source designer	
Confirm layout timeline	Item DL:	Item DL:	
<del>-</del>	Item DL:	Item DL:	
	Item DL:	Item DL:	
	Item DL:	Item DL:	

第六部分 Part VI Entertainment & Accommodation 娛樂及住宿安排	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:
Item		Details	Remarks
Entertainment	In Charged by:		
☐ City tour	Day & Time:	No. Pax:	
	Duration :	Spots:	
	☐ Transportation ☐ Itinerary	Tour guide	
UM campus tour	Day & Time :	Contact Person  No. Pax :	
Ow campus tour	Duration :	Visit Buildings:	
	Transportation	PRSA ()	
	 Itinerary	Management invitation	
☐ Show Ticket	Day & Time :	No. Pax :	
	Duration :	Ticket Level :	
	Ticket Price :	Transportation	
	☐ Tour guide	Sponsorship	
Accommodation			Mil
Budget & Proposal		cfic	21
UM Guest House / Hotels		2011	
Confirm Accomodation	Contact Person:	Mobile & email:	
Gather 3 quotations	Include:	U. T.	
Guests Depart country	Cour		
Expected Arrival Time to Hotel	by the		
Number of Guests			
☐ Number of Rooms			
☐ Place UM information kit in the room			
Check in / out Dates	Check-in Check-out	DaysNights	
	Single	☐ King	
☐ Room Type	Double	Queen	
Room Type	☐ Interconnecting Room	Twin	
	Suite	☐ Double Double Room	
	☐ Delux	☐ Garden View	
Room specials	☐ Duplex (2 floors)	☐ Sea view	
	☐ With inhouse pool	with balcony	
	Other		
☐ Breakfast	☐ Fee / inclusive	☐ Self-paid	
Additional Free Service			
☐ Payment Method	☐ Cash ☐ Credit Card	On Credit	
Cancelation Policy	Confirmation due date		
Currency exchange service	currency	Converting Rate Converting Date	
Send Rooming list to hotel		•	

第七部分 Part VII Transportation & Security 交通及保安	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:
Item	Details		Remarks
Vehicle Arrangement			
No. of passengers			
Date & Time			
Itinerary			
	UM Campus	☐ Taipa	
Transportation Range	☐ Macau	Coloane	
	Mainland Area	Others	
	Campus Building ()	Terminals ()	
Transportation Location	Hotels ()	Dinner/Lunch Venue	
	Event Venue	Others ()	
Transportation Purpose		, , , , , , , , , , , , , , , , , , , ,	
Campus Tour			
Event invitation	Ceremony Dinner Lunch Seminar Mee	L eting	
Loop Bus	Campus <> Macau In Campus Campus <> Ta		
Stop locations			
Stop Signage			
	Arrival schedule	Assigning pick-up staff	()////
Pick-up / Drop-off service	Prepare pick-up signage	c.s.c	21
Transportation Source	SFS (UM service)	Outsource ()	
	4-seat ( UM Bus Outsource)	Details:	
	7-seat ( UM Bus Outsource)	Details:	
Transportation Type	16-seat ( UM Bus Outsource)	Details:	
Transportation Type	21-seat ( UM Bus  Outsource)	Details:	
	37-seat	Details:	
	42-seat	Details:	
Confirm passager list for each vehicle	12 000.		
	☐ In front ☐ Side ☐ Back	Chi Eng	
Bus signs  Inform participants availability of bus / cor		Mobile/email:	
Inform participants availability of bus / car	Contact Person:	Mobile/email.	
Self-driving Arrangement			
No. of passengers  Date & Time		Duration:	
No of cars		Duration.	
140 or cars	4-Seater	7-seater	
Car Types	Lorry (Height:)		
Confirm Car-plates	Send to SFS		
Car Permit			
Car Park Arrangement			
	P1 Lots	P4 Lots	
Car Park Location	P2Lots	P5 Lots	
	Lots	□ P6Lots	
	Lots	P4 Lots	
Advance Reservation for VIP	Lots		
	Lots	☐ P6Lots	
Car Park Signage			
	Security (SFS) pax	Student Helpers pax	
Direction Guiding	PRSApax	CO staff pax	
Security Arrangement			
Request Location		Carpark ()	
No of Security each Location			
Additional Job Task	Check Car Permit		
☐ Information to send to SFS			

第八部分 Part VIII On site checklist 現場檢查表單	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:	
To be checked items				
Accessibility		Responsible by:		
Car Park	Signage to car park	Distribution of permit	Others	
Fatronso	Signage to venue	Doors open	Lift open	
Entrance	Receptionist ready			
Flower senders	Decide on flower location	Others		
CE/ SASC/ VVIP Reception		Responsible by:		
On Site Reception	Driver knows drop off point	Doors accessible	Lift hold	
	Red Carpet	UM management to receive	Others	
Ordinary Guest Reception		Responsible by:		
	Corsage / Table flower	Name tent for name card	Tray for name card	
	Brochure / Leaflet	Souvenir	SI machines	
Reception Area	SI Notice	Signing Book	Signing Pen	
	Bowl with candy	Reception Staff	Air Condition	
	Scent Condition	Light Condition	Sound Condition	
	Others		CEFICC,	
CE/ SASC / VVIP/ Ordinary Guests	s Seating Area	Responsible by:	50'	
	Water / Glass & lid	Refreshment	Seat label / Name Tent	
☐ VIP Room	Souvenirs	Stationery	□ wc	
VII KOOIII	Air Condition	Light Condition	Sound Condition	
	Scent Condition	Others		
- 6	Seat Label	Seat Category Label	SI Machines	
Seating Area	Brochure / Leaflet	Souvenirs	Air Condition	
Seating Area	Scent Condition	Light Condition	Sound Condition	
Back Stage Preparation		Responsible by:		
	Uniform	Walkie	Attendance list	
Staff Arrangement	Briefing	Rehearsal	Check their position	
	Crew Meal	Others		
On Stage preparation		Responsible by:		
Do divers	☐ PC	Laser Pointer	☐ Water with lid	
Podium	Mouse	PPT / files open	Printed speech / materials	
☐ Stone	Backdrop ready	Props ready	Happy ladies ready	
Stage	Movers ready	Others		
Control Room	Cue rundown	Music Ready	Lighting ready	
Environment	Air Condition	Light Condition	Sound Condition	
	Scent Condition	Others		
Others		Responsible by:		

第九部分 Part IX Post-event follow up 活動後跟進	完成日期: Due date:	經辦人: Handled by:	部門主管確認: Verified by: 日期 / Date:	
Item	Detai	ils	Remarks	
Collect invoice (Due date:)	Vendors	Staff		
	Students			
Payment for Overtime				
Payment for student helpers				
	☐ UAUC	□ VIPs		
☐ News Clipping Sharing	Rectorship	☐ Management		
	Speakers/ Main VIPs	☐ Coordinating Parties		
Photo Sharing				
UAUC (No. of pics)	☐ Event Album ☐ Email ☐ Ph	noto Kit	Release Date: Details:	
Rectorship (No. of pics)	☐ Event Album ☐ Email ☐ Ph	noto Kit	Release Date: Details:	
Speakers/ Main VIPs (No. of pics)	☐ Event Album ☐ Email ☐ Ph	noto Kit	Release Date: Details:	
☐ VIPs (No. of pics)	☐ Event Album ☐ Email ☐ Ph		Release Date: Details:	
UM Management (No. of pics)	☐ Event Album ☐ Email ☐ Ph	noto Kit	Release Date: Details:	
Coordinating Parties (No. of pics)	☐ Event Album ☐ Email ☐ Ph		Release Date: Details:	
UM Staff / Students (No. of pics)	E-Bulletin Email			
☐ Video sharing	UM Website	☐YouTube		
☐ Video sharing	☐ UM Live	Facebook		
agred	☐ Wechat	Others		
☐ Event Information	UM Website	☐ Independent Website		
Thank You Message				
Flower Senders	□ Email	Letter		
Coordinating Parties	☐ Email	Letter		
Specfic Groups / Helpers	□ Email	Letter		
Evaluation / Comment			T	
	Excellent	Good		
☐ News Coverage	Satisfactory	│		
	Poor	Others		
	Excellent	Good		
Logistics Arrangement	Satisfactory	Fair		
	Poor	Others		
Audience Flow	30-50%	50-70%		
Number of Guests/ Audience / participants	70-80%	Full House		
Ad-hoc incident				
Overrun Time				
	Suggestions for Improvem	ent:		