
CHECKLIST SIGNING CEREMONY

DETAILS	NOTES	REMARKS	ACTION	TIME FRAME	
1 Request to hold a ceremony <ul style="list-style-type: none"> • Inform dean • Inform IRC • Inform VC Office 	Official letter to Dean and PA	Get approval and confirm the date before the ceremony Letter to be prepared by PIC and supported by HOD	HOD/PIC	2 Months before the event	
	Official letter to IRC	Once get approval from the Dean inform IRC	IUFOM		
	Official letter to VC Office	Once get approval from the Dean inform VC Officer for approval	IUFOM		
2 Program	PIC to draft tentative program	Please forward this to IUFOM to check	PIC/IUFOM		
3 Collaboration Synopsis	PIC to draft synopsis	The final document will send to IRC or VC office	PIC/IUFOM		
4 VC or representative speech	PIC to draft speech according to format provided				
5 List of attendance for UM & partner	PIC to provide list of attendees including external invitations				
6 Quest invitation	PIC send a formal invitation signed by head of ptj through email/letter	PIC and HOD	PIC		
7 Usherer (for exchange documents & souvenirs)	At least 5 staff are required from PIC's Dept 2 staff for signing 2 usherer 1 MC	Provide list name usherer to IUFOM	PIC/HOD		
8 Emcee	Emcee to be selected by PIC PIC to draft Emcee script	Please forward to IUFOM to check	PIC		1 Month before the event
9 Dean or representative speech	PIC to draft speech according to format provided	Please forward to IUFOM to check The final document will send to Dean to check	PIC/IUFOM		
10 <ul style="list-style-type: none"> ✓ Photographer ✓ Backdrop ✓ Equipment ✓ ICT ✓ Parking 	Arrangement with VU	Event backdrop PIC to prepare according to format	PIC/ IUFOM		
11 Food reservation		PIC to arrange	PIC/Department		

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12	Pre-event briefing with the dean	PIC, IUFOM Project Officer, IUFOM academic staff in charge	IUFOM will set a meeting with the Dean or representative and the staff involved	IUFOM	At least 2 weeks before the event
13	Academic Usherer	1 for VC/rep (if any) 1 for Dean 1 for visitor	Provide list name academic usherer to IUFOM	HOD/IUFOM	At least 2 weeks before the event
14	Souvenirs	Please confirm with the partner	PIC to arrange		At least 2 weeks before the event
15	Media invitation (if necessary)	Please contact media unit, cco office at 03-7967 3424	PIC/Visibility/CCO to arrange		At least 2 weeks before the event
16	Overall Protocol	Project Officer / IUFOM Manager			
17	Accommodation/ Transportation (if necessary)		PIC to arrange	PIC/Department	

1. **Penggunaan Bahasa Malaysia - Use of Language** - *If the ceremony does not involve international guests, it is advisable to prioritize the use of Bahasa Melayu especially in the preparation of VC's speech, tentative program and backdrop.*
2. **Rehearsal (if necessary)** – IUFOM will set the date, time and place.
3. **IUFOM Manager is overall in charge of the whole Signing process**
4. IUFOM Academic staff will be allocated for each signing – and will be in charge of the Deans office briefing and usher
Set timeline/deadline for each activity
Protocol – need a briefing from CCO/IRC

We take notes and agree to the list of tasks above and will send related documents (no 1 – 7) no later than 2 months before the date of the ceremony.

PIC

Head of Department