



## EVENT PROPOSAL FORMAT / CHECKLIST

Requirement		Checklist (√)
<b>PART A – INTRODUCTION</b>		
1	Event Title	
2	Event Description	
3	Objective	
4	List of previous success event	
5	Date & Time	
6	Location	
7	Organizing Committee	
8	A copy of the following: <ul style="list-style-type: none"><li>- Corporate information;</li><li>- Summary of share capital;</li><li>- Directors / officers / shareholders / members;</li><li>- Summary of financial information.</li></ul>	
<b>PART B – EVENT DETAILS</b>		
1	Program details for each activity / show	
2	Tentative program	
3	Venue layout: <ul style="list-style-type: none"><li>- Floor plan of event venue with elaboration</li><li>- Picture of recce visit on the propose venue</li></ul>	
4	Collaboration / sponsor / partner: <ul style="list-style-type: none"><li>- Government agency</li><li>- Non-government agency (NGO)</li><li>- Corporate organization</li><li>- Private company</li></ul>	
<b>PART C – RISK MANAGEMENT</b>		
1	Emergency Response Plan	
2	Standard Operating Procedure (SOP) <ul style="list-style-type: none"><li>- Medical</li><li>- Power Outrages</li></ul>	
3	Public Liability Insurance	
4	COVID-19 SOP <ul style="list-style-type: none"><li>- Social Distancing Plan</li><li>- Registration Layout Plan</li></ul>	
5	Contingency Plan (if any)	
<b>PART D – PUBLICITY AND MARKETING</b>		
1	Target Audience	
2	Media coverage (press online / printed medium)	
3	Official social media platform	
4	Website and other online engagement platform	
5	Campaign timeline	
<b>PART E – FINANCIAL STATEMENT</b>		
1	Budget breakdown	
2	Other source of funding	
3	Expected Return on Investment (ROI)	
4	Sponsorship entitlement and benefit	
5	Expected visitor spending	
6	Expected media value	
7	Expected ticket pricing	



**TERMS AND CONDITIONS FOR EVENT GRANT APPLICATION**

1. Applicant are required to submit their application together with their official letter, Event Grant Application Form - **MTCP/TEG/F(1)**, and their Event Proposal.
2. It is **COMPULSORY** for the applicant to include in their event proposal all the required items that has been stipulated under the Ministry's Event Proposal Checklist – **MTCP/TEG/C(1)**.
3. All submission of event proposal(s) is to be submitted to this Ministry at least **two (2) months** before the actual commencing date of the event.
4. For applications submitted by any Private Organization / Government Linked Company (GLC); a certified true copy of the following documents must be included;
  - i. Company / Corporate / Organizational profile;
  - ii. Summary of share capital;
  - iii. Directors/ officers;
  - iv. Shareholders/ members;
  - v. Company MOA/ Constitution;
  - vi. Summary of financial information;
  - vii. Latest account statement/ management account for company that has been operating for at least six (6) months; or
  - viii. Latest financial statement that has been audited.
5. For applications submitted by any Association(s) / Non-Governmental Organization (NGO) / Non-Profit Organization (NPO); a certified true copy of the following documents must be included;
  - i. Borang 3 – Akta Pertubuhan 1966 and has been operating for at least six (6) months since the date of registration;
  - ii. Registered with any University or College Act for Higher Learning Institutions; or
  - iii. Any Non-Profit Organizations that involve actively in the field of Arts and Cultures and having their organization registered under the Companies Commission of Malaysia (SSM) which are classifies as a non-profit-oriented under the Syarikat Berhad Menurut Jaminan (SBMJ).
6. Ministry of Tourism, Creative Industry & Performing Arts Sarawak has the right to consider or reject any applications subject to compliance with this terms and conditions.