



UNIVERSITI TEKNOLOGI MARA

CAWANGAN KEDAH

FACULTY OF INFORMATION MANAGEMENT

DIPLOMA IN INFORMATION MANAGEMENT

REPORT EVENT

PROGRAMME: INFORMATION FESTIVAL

DATE: 8 DECEMBER 2022 (THURSDAY)

TIME: 8.00 A.M. - 6.00 P.M.

VENUE: DEWAN PERDANA, UITM MERBOK

**ORGANIZED BY: SEMESTER 5 IM110 STUDENT'S AND SEMESTER 4 IM120
STUDENT'S**

ACTIVITY REPORT

1.0 NAME OF PROGRAM

Information Festival

2.0 ORGANIZED BY

Semester 5 IM110 student's and semester 4 IM120 student's

3.0 DATE

8 December 2022

4.0 VENUE

Dewan Perdana, UiTM Merbok

5.0 NUMBER OF PARTICIPANTS

2000 persons

6.0 PROGRAM FILLING

6.1 THROUGHOUT THE ACTIVITY PROGRAM

The "Infifest" programme, also known as the Information Festival, is organized to expose UiTM Kedah students to extension services. Our class has done a collaboration with the Jabatan Warisan Negara as part of our extension services to explain the cultural heritage exhibition, which includes traditional clothing, games, and other items. This programme also provides UiTM Kedah students with a greater opportunity to learn more about the information provided by agencies that provide extension services to users. Students at UiTM Kedah can also obtain important information related to their learning in the course information management, as well as gain experience playing with the games that have been implemented throughout the programme. The "Infifest" programme is organised by students in semester 5 of diploma information management and semester 4 of diploma library management; many agencies come to collaborate, and various activities are provided.

The programme begins at 8 a.m. in the main hall. For the program's start, there is a talk session about mental health. Following that, there will be an exhibition session where students can visit the booths set up by their respective extension services. Our exhibition booth was designed with traditional tastes, using batik fabric as a decorative tool. Flowers and fences resurrect a time-honoured tradition. Our booth also employs statues dressed in traditional attire such as batik, kebaya, and others. The committee members in charge of the booth dress in traditional attire to play the main role in conveying the role of presenting information related to cultural heritage.

Jabatan Warisan Negara also provides information and exposure about traditional places through the distribution of flyer cards. Chocolates are given as souvenirs to the first 30 visitors to our booth. The purpose of giving this souvenir is to pique people's interest in visiting the booth and to express gratitude for stopping by. The programme was also entertained during the explanation and exhibition by the singing of a student who won first place in Merbok's Got Talent. We've invited students to liven up the events. All the students enjoyed the performances and they come along to all the booths to get the information that the booth prepared.

Jabatan Warisan Negara brings traditional games such as congkak, checkers, and others to explain traditional games that today's youth may have forgotten. Furthermore, students who attended the Info Fest event were given the opportunity to try their luck and compete in a competition organised by a booth in collaboration with the National Heritage Department. The winners were chosen based on their ability to play traditional games. "Chapteh," congkak, and checkers are among the games that have been played. The Chapteh game was played in groups of three, with each group having three members. The winner is determined by who receives the most votes that play "Chapteh". Following that, the checkers and Congkak compete individually in a knockout game to determine the winner as quickly as possible. Prizes are awarded at the conclusion of the competition after the winner has been determined. Furthermore, students are allowed to play as they please, rather than competing for a relaxing session.

To summarise, a programme like this is very beneficial to UiTM Kedah students in understanding the role of agencies that run extension services in Malaysia to deliver

information to users. Furthermore, it is hoped that UiTM Kedah students will be able to apply the knowledge they have gained and be active participants in programmes like this. This programme is also expected to influence students who attend the "InfoFest" programme to obtain information earlier and be more effective in learning and life.

7.0 PICTURES OF THE EVENT



Figure 1: A few of the people who came to our exhibition



Figure 2: Information sharing session about our exhibition to visitors



Figure 3: Congkak and checkers are two of the games carried out during the programme



Figure 4: Among the visitors who took part in the competition for the traditional game organized



Figure 5: A prize-giving session after the programme.



Figure 6: After the event, there was a photo session with the KIM1105C students and lecturer.

UNIT REPORT

PERSON IN CHARGE TO COORDINATE THE PROGRAM

COMMITTEE MEMBERS

1. Nur Aainaa Hafizah Binti Mohd Fadzil
2. Muhammad Syahir Bin Sharwad

JOB SCOPE

1. Coordination of everything chief work movement section
2. Review every activity detail
3. Filling out the TAPA form
4. Get approval from HEA

WORKFLOW

Before

No.	Task	Start date	End date
1.	Appoint and distribute tasks according to the position of each member	26 October 2022	28 November 2022
2.	Make a meeting to gaining the idea	26 October 2022	28 November 2022
3.	Brainstorming all the committee member about the event	26 October 2022	28 November 2022
4.	Make sure all the member doing their work	26 October 2022	28 November 2022

During

No.	Task	Start date	End date
1.	Ensure all members carry out their duties	8 December 2022	8 December 2022
2.	Help if the member is unable to handle a lot of work	8 December 2022	8 December 2022

After

No.	Task	Start date	End date
1.	Recheck the final report	9 December 2022	21 December 2022
2.	Sending the TAPA final report	21 December 2022	22 December 2022

PROBLEMS

1. Members do not clearly know the scope of their work
2. Members do not carry out their duties fully
3. Too many ideas make the plan a mess

IMPROVEMENTS

1. Learn more about the position that is assumed to carry out the duties fully
2. Each member must carry out full responsibility for the position held
3. In giving an idea it is necessary to give the advantages and disadvantages that will occur if the idea is taken

CONCLUSION:

In the beginning, the implementation and division of tasks is very difficult because the tasks that need to be given to someone are based on the abilities and criteria of the members. Tasks given to members must carry out responsibilities with trust. Throughout the program went smoothly because each member carried out their duties obediently.

PEOPLE IN CHARGE FOR
TECHNICAL

COMMITTEE MEMBERS:

1. Nur Shuhada Binti Azhar
2. Mohammad Fakhri Radhi Bin Mohammad Faizul

JOB SCOPE:

1. Prepared and set up mics and sound systems.
2. Use a "walkie talkie" to inform the event host of the arrival of invited guests.
3. Communicate with fellow technical committee members to ensure the smooth running
4. of the event.

WORKFLOW

Before

No.	Task	Start date	End date
1.	Make a reservation and order microphone.	1/12/2022	6/12/2022
2.	Prepared and set up mics and sound systems	6/12/2022	6/12/2022

After

No.	Task	Start date	End Date
1.	Make sure microphone in a good term.	7/12/2022	8/12/2022
2.	Use a "walkie talkie" to inform the event host of the arrival of invited guests	7/12/2022	8/12/2022
3.	Communicate with fellow technical committee members to ensure the smooth running of the event	7/12/2022	8/12/2022
4.	collect the microphones and walkie talkies again and send all things back to the loan place	7/12/2022	8/12/2022
5.	Make sure the event is going smoothly and there are no technical problems.	7/12/2022	8/12/2022

PROBLEM

1. There is a small technical problem during the mental health talk.

IMPROVEMENTS

1. Will learn from mistakes and will keep doing better for the upcoming days
2. Will alert any problem from the start to ensure any events or program will run smoothly.

CONCLUSION

All the technical parts were in good condition in the beginning, but at the mental health talk, there was a little problem with the microphone on the stage. it is our negligence, but we will make sure that it will not happen in the future and we will also be more alert h

**PERSON IN CHARGE FOR FOOD
AND BEVERAGE**

COMMITTEE MEMBER:

1. Muhammad Haziq Zakwan Bin Mat Zaki
2. Nur Farahana Binti Abdul Halim

JOB SCOPE:

1. Prepare meals for VIP and participating students.
2. Provide meals to participants and invited visitors
3. Provide a place to eat for VIP
4. Keeping the VIP eating area clean and orderly

WORKFLOW

Before

No.	Task	Start Date	End date
1.	Making food reservations with catering	1/ 12/ 2022	6/12/2022
2.	Calculate the amount to cover all the students and invited guests involved	1/ 12/ 2022	1/ 12/ 2022
3.	Provide a place to vvip	7/ 12 /2022	7/12/ 2022

After

No.	Task	Start date	End date
1.	Distribute breakfast and lunch to the students.	8/ 12 /2022	8/ 12 /2022
2.	Serving food to VVIP for lunch	8/ 12 /2022	8/ 12 /2022
3.	Tidy up and clean up the dining area after finishing	8/ 12 /2022	8/ 12 /2022

PROBLEMS

1. Most of the students involved take the drinks provided not on time.
2. Breakfast for invited guests is not provided.

IMPROVEMENTS

1. Provide food for all those involved with the program at the next program.
2. Provide detailed disclosure of the availability of drinks provided to students.

CONCLUSION

The distribution and giving of food to students and invited guests went smoothly even though there were some shortcomings. The Food Committee also cooperated well in ensuring this program's smooth running. For example, students got breakfast and lunch at the right time. Hopefully, such a program can be carried out again in the future.

PERSON IN CHARGE FOR ACTIVITIES

COMMITTEE MEMBER

1. Nurul Amira Nadira Binti Azli

JOB SCOPE

1. Prepare and arrange the materials for the exhibitions
2. Be a person who in charge of preparing all the activities
3. Helps smoothen the works for the event

WORKFLOW

Before

No.	Task	Start Date	End Date
1.	Distribute the list of people responsible for the activities that is provided	26 October 2022	28 November 2022
2.	Plan the event tentative	26 October 2022	5 December 2022
3.	Make sure all preparation going well	26 October 2022	28 November 2022

During

No.	Task	Start Date	End Date
1.	Welcoming visitors during the exhibitions	8 December 2022	8 December 2022
2.	Helps the preparation of the event	8 December 2022	8 December 2022

After

No.	Task	Start Date	End Date
1.	Ensure that activities going well and clean the place	8 December 2022	12 December 2022

PROBLEM

1. Lack of time for the participant to play games
2. The event does not follow the tentative provided

IMPROVEMENT

1. Need to make preparation of the event early
2. Need to follow the tentative systematically so that the event can run smoothly

CONCLUSION

To sum up, as a member of exhibition committee I need to make sure that the event can run smoothly despite all the situation that happen. I need to organise the event more better than this so that this event can become more successful. In future, I hope I can do well in any event that I will participate as commiteee member.

PERSON IN CHARGE FOR GAMES (CONGKAK)

COMMITTEE MEMBERS:

1. Nur Aqilah Binti Ismail
2. Nur Farahana Binti Abd Halim
3. Muhammad Fakhri Radzi Bin Mohammad Faizul

JOB SCOPE:

1. Prepare mats for the players to sit and play.
2. Prepare congkak and marbles for players.
3. Be a judge during the match.

WORKFLOW

Before

No.	Task	Start Date	End Date
1.	Prepare mats for the players to sit and play	7/12/2022	8/12/2022
2.	Prepare congkak and marbles for players	7/12/2022	8/12/2022
3.	Be a judge during the match	7/12/2022	8/12/2022

After

No.	Task	Start Date	End Date
1.	Control all the players before starting the games	8/12/2022	8/12/2022
2.	Be a judge during the match	8/12/2022	8/12/2022

PROBLEM

1. Not enough time to complete all the games
2. Student on list for the match cannot participate on time
3. There are only two congkak are provided

IMPROVEMENTS

1. We will develop our schedule by define the activities and careful estimate the time it will take the complete each game.
2. Remind the student again 15 minutes before starting the match.
3. Provided more congkak.

CONCLUSION

We will be more careful with the schedule and participation of the player in the future. From our point of view, this game was more famous than other games, so it is better to provide more congkak. Lastly, all players had fun with the game. We hope this game can be carried out again in future events.

PERSON IN CHARGE FOR GAMES (CHECKERS)

COMMITTEE MEMBERS:

1. Nur Aliah Izyany Binti Jufri
2. Syifa Nadzirah Binti Saberi
3. Nur Shuhada Binti Azhar

JOB SCOPE:

1. Prepare mats for the players to sit and play.
2. Prepare checkers for players.
3. Be a judge during the match.

WORKFLOW

Before

No.	Task	Start Date	End Date
1.	Prepare mats for the players to sit and play	7/12/2022	8/12/2022
2.	Prepare checkers for players	7/12/2022	8/12/2022
3.	Be a judge during the match	7/12/2022	8/12/2022

After

No.	Task	Start Date	End Date
1.	Control all the players before starting the games	8/12/2022	8/12/2022
2.	Be a judge during the match	8/12/2022	8/12/2022

PROBLEM

1. Hard to find students to play checkers

IMPROVEMENTS

1. We will provide google form games one week before the event.

CONCLUSION

We will make sure the situation will be organized and prepare the google form in advance so that the problems we face can be solved easily in the future. Finally, at the end of the day, I got an encouraging response from the students.

PERSON IN CHARGE FOR GAMES (CHAPTEH)

COMMITTEE MEMBERS:

1. Muhammad Syahir Bin Sharwad
2. Nur Natasya Nabila Binti Osman
3. Nurul Syazwani Binti Zaidi

JOB SCOPE

1. Provide gaming equipment and enlist participants for the Chapteh competition.
2. Organizing the Chapteh competition throughout the program.
3. Determine the competition's winner after evaluation.
4. After the competition has ended, give the award committee a list of the names of the winners.

WORKFLOW

During

No.	Task	Start date	End date
1.	Before the competition begins, prepare and check the Chapteh to make sure it is in good condition.	8/12/2022	8/12/2022
2.	Searching for contestants for the Chapteh competition.	8/12/2022	8/12/2022
3.	Participate in the Chapteh competition as a judge.	8/12/2022	8/12/2022

After

No.	Task	Start date	End date
1.	Deciding the winner and submitting their name to the reward committee.	8/12/2022	8/12/2022

2.	Make sure the competition's results are accurate and fair.	8/12/2022	8/12/2022
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PROBLEMS

1. Due to time constraints, the Chapteh competition time had to be changed from the initial tentative time.
2. Initially, it was difficult for us to acquire participants for the Chapteh game because most visitors were unaware of its existence.

IMPROVEMENT

1. Arrange a better time for the competition so that there are no issues with running it.
2. Find contestants in advance of the show's day so that the contest can continue while the programme is being held.
3. In order to increase public awareness of the Chapteh game, additional details should be made available to the general public before the programme begins.

CONCLUSION

Overall, the Chapteh competition went smoothly even though there were a few issues in the beginning. Visitors, particularly men, have responded well to this Chapteh tournament. Chapteh is a game that many people are interested in and have played. Additionally, the Chapteh competition has drawn a lot of attention from both visitors and guests who came to our exhibition to see it. However, there is a time constraint during the Chapteh competition because most of the participants are unable to show up after the set time. This is due to the fact that the majority of participants have extracurricular activities at that period. Finally, it is hoped that this competition might be better controlled and arranged in the future.

PERSON IN CHARGE FOR PRESENT

COMMITTEE MEMBERS:

1. Nurul Syazwani Binti Zaidi
2. Syifa Nadzirah Binti Saberi

JOB SCOPE:

1. Provide prizes for players who participate in organized competitions.
2. Buy materials and compose prizes for participants who participate in the competition.

WORKFLOW

Before

No.	Task	Start Date	End Date
1.	Buy materials for participation	1/12/2022	8/12/2022
2.	Compose prizes for participation	3/12/2022	8/12/2022
3.	Give prizes to the winners	7/12/2022	8/12/2022

After

No.	Task	Start Date	End Date
1.	Prizes are arranged at the exhibition booth to attract students to participate in organized competitions	8/12/2022	8/12/2022
2.	Give prizes to the players and take pictures with the winners	8/12/2022	8/12/2022

CONCLUSION

The games and prize-giving sessions went off without a hitch. The game was conducted and received positive feedback from the participants. The prizes are distributed fairly to the participants.

PERSON IN CHARGE FOR MULTIMEDIA

COMMITTEE MEMBER:

1. Fakrul Fahmi Bin Fisal

JOB SCOPE

1. Provide coupons to participants
2. Making posters and programme tagging

WORKFLOW

Before

No.	Task	Start Date	End Date
1.	Buy materials for the program	1/12/2022	8/12/2022
2.	Poster design and tagging for the program	3/12/2022	8/12/2022
3.	Print all program materials, such as coupons and tagging, and request stamp approval for program coupons.	6/12/2022	8/12/2022

After

No.	Task	Start Date	End Date
1.	Make tagging submissions to program committee members	8/12/2022	8/12/2022
2.	Making the submission of coupons to committee members to give to visitors	8/12/2022	8/12/2022

CONCLUSION

Processes and tasks are carried out perfectly without any problems. Other committee members also contributed ideas and other help.

PERSON IN CHARGE AT EXHIBITION BOOTH

COMMITTEE MEMBERS

1. Nur Zafirah Binti Asri
2. Fakrul Fahmi Bin Fisal

JOB SCOPE

1. Prepare and arrange the materials for the exhibitions
2. Be a person who in charge to be in front desk of the exhibition
3. Explain to the visitors about the materials, collections and games

WORKFLOW

Before

No.	Task	Start Date	End Date
1.	Borrow traditional Malay game from JWN such as congkak, dam and many more	26 October 2022	28 November 2022
2.	Borrow a few collections of traditional Malay attire from Cultural Unit	26 October 2022	5 December 2022
3.	Borrow a few mannequins form weeding boutique	26 October 2022	28 November 2022
4.	Prepare for materials for exhibitions	26 October 2022	28 November 2022

During

No.	Task	Start Date	End Date
1.	Welcoming visitors during the exhibitions	8 December 2022	8 December 2022
2.	Answering questions related with the exhibitions	8 December 2022	8 December 2022

After

No.	Task	Start Date	End Date
1.	Ensure all things that borrowed from other agencies returns in good conditions	8 December 2022	12 December 2022

PROBLEM

1. The mannequins there has problem when we want to borrow it
2. At first, we use table for students used for exam then we choose to change the table for suitable one
3. We also have a little argue with other team about the space and position for the exhibition place

IMPROVEMENT

1. Need to make long preparation and planning about activities in the exhibitions
2. Fakrul and I have to understand more about what we have to explain through the exhibitions, so we can explain better to the visitors

CONCLUSION

To sum up, as a member of exhibition committees we need to be more friendly with the visitors. This is because the exhibition has become main attraction for the program. Besides, we provided various interesting activities for visitors who came to our exhibition. Other than that, the attractions of our exhibitions is about traditional Malay Clothing and traditional Malay games that rarely hear about now.

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