

ROTARY CLUB OF PUDU  
CHRONOLOGY OF EVENTS  
46<sup>th</sup> INSTALLATION DINNER ROTARY CLUB OF PUDU  
JUNE 24, 2012  
SARAWAK ROOM SHANGRILA HOTEL  
 amended by Paul 2012-06-14

Duty	Rotarian in Charge
Organizing Chairman	Alex Chang
Floor Manager	CT Heng / Lawrance Annies
Master Of Ceremonies	Richard Liew
Multimedia presentation	Aaron Ong & Lawrance Annies
Sergeant At Arms 1 (outgoing)	Mok Sin
Sergeant At Arms 1 (incoming)	Jonathan Victor
Table Plan	Gary Lim
Teacher Advisors Liaison	Laura Lee
Reception	Albert Lim, Daisy, Laura, Tenny
Liquor Solicitation	Elaine Tan
Liquor for Sister Clubs	Albert Lim
Sister Club Liaison	K H Low / Laura Lee
Photographer	Robert Tan
Entertainment	Gary Lim
Jewels	Joanne Ting assisted by Elaine Tan
Flowers	Elaine Tan assisted by Joanne Ting,

Start	End	Duty	Action
12.00 pm	1.00 pm	All incoming board members and org com members to gather for <b>lunch at 12 noon</b> at Hup Seng hosted by Aaron	Aaron Org Com & BOD
1.15 pm		All incoming board members and org com members to assemble at Sarawak Room for rehearsal & briefing	Org Com & BOD
1.15 pm	3.00 pm	Rehearsal to be conducted by PP K H Low	<b>K H Low</b> , All BOD
3.00 pm		<b>Check-List One</b> Floor Plan display Table for gifts and mementos Registration Tables Backdrop Rotary Theme Banner on Rostrum      Check - SAA's sash & mace, jewels. Name Cards to be placed on the VIP Tables Souvenir Magazine delivery	Gary Heng Lawrance Aaron Aaron Heng Heng Patrick
3.00 pm	5.00 pm	<b>Check List Two</b> Sound system check 1 rostrum / mic at ballroom stage area DJ Equipment / Entertainers sound check LCD projector set up / screen set up	Lawrance
6.00 pm		All members of Organizing Committee to arrive at Sarawak Room	Org Com & BOD
6.00 pm		Re check <b>Check List One</b> of 3.00 pm Place souvenir magazines on chairs by Shang waiters	Alex, Heng Patrick Lawrance
6.00 pm	6.30 pm	Ensure flowers, mementos & gifts are placed on table next to rostrum near stage. BOD jewels lined up on tray. 2 Glasses of water for toasts 20 Glasses of water for toast to guests	Heng <b>Elaine</b> <b>Joanne</b> Heng
6.30 pm	7.00 pm	Re check <b>Check List Two</b> of 3.00 pm Mic sound check (ballroom)	Lawrance Richard Liew

7.00 pm		<b>Light DJ music played in ballroom</b>	<b>Lawrance Annies</b>
7.00 pm		Arrival of guests & sister club members	Albert K H Low
7.45 pm		<i>To ask hotel to start warming up the food</i>	Heng
7.45 pm		Guest-of-Honour Welcoming Committee to assemble at hotel entrance at <b>Lobby floor</b>	Aaron, Steven, Alex, Gary, K B Lee
7.50 pm		MC invites all to be seated for the arrival of GoH incoming DG Mansoor Saat incoming first lady Emzita accompanied by President Dato' Steven Oon, first lady Datin Boon Kee, incoming President Aaron Ong, incoming first lady Vivian, incoming AG Gary Lim & Rowena organizing Chairman incoming President Alex Chang and Elaine  <i>Alex to draw &amp; show seating sites of all sitting at VVIP table.</i>	Richard Mansoor Emzita Steven Boon Kee Aaron Vivian Gary Rowena Alex, Elaine  Alex
8.00		MC invites all to stand to receive the VIP delegation.  <i>Multimedia presentation (on going)</i>	Richard  Aaron, Lawrance
8.05 pm	8.10 pm	MC invites SAA1 to escort PP Kumar on stage to propose the Loyal Toast - <i>Loyal Toast by PP Kumar</i>  MC invites SAA1 to escort PP Dato Dr Lee Hoo Teong on stage to propose the toast to Rotary International - <i>Toast to Rotary International by PP??</i>  <i>Ensure glasses of water on stage</i> <i>Ensure all glasses on tables filled with water</i>	Richard, SAA 1 <b>PP Kumar</b>  Richard, SAA1 <b>PP Hoo Teong</b>  Heng
8.10 pm		MC announces "Dinner is Served"	Richard
8.10 pm	9.30 pm	Live entertainment (1st set)	Gary

9.30		<p>Last course just before dessert, MC invites SAA1 to escort President Dato' Steven Oon on stage to deliver his address</p> <p style="text-align: center;"><i>- Address by Pres Dato' Steven Oon</i></p>	<p>Richard, SAA1</p> <p>Steven</p> <p>Steven</p>
		<p>President Dato' Steven invites SAA1 to escort PP K U Rajah on stage President Dato' Steven Oon reads the citation for the Four Avenues of Service Awards. President Dato' Steven Oon presents the award to PPK U Rajah</p> <p style="color: red;"><i>Elaine to get ready the award to pass to Steven</i></p> <p><i>SAA 1 escorts PP K U Rajah back to dinner table</i></p>	<p>Steven</p> <p style="color: red;">PP K U Rajah</p> <p style="color: red;">Elaine</p> <p>SAA 1</p>
		<p>MC invites SAA1 to escort incoming President Aaron Ong on stage</p> <p>President Dato' Steven Oon installs Incoming Aaron Ong as the 46<sup>th</sup> President of the Rotary Club of Pudu</p> <p>President Aaron Ong installs Dato' Steven Oon as Immediate Past President</p> <p><i>SAA 1 escorts IPP Dato' Steven back to seat</i></p>	<p>SAA1 Aaron</p> <p>Steven Aaron</p> <p>Aaron Steven</p> <p>SAA1</p>
		<p>President Aaron Ong installs Jonathan Victor as Sargeant-at Arms</p> <p><i>President Aaron Ong shakes hand of SAA 1 Mok Sin who then returns to his seat</i></p>	<p>Aaron, SAA2 Jonathan</p> <p>Aaron SAA 1 Mok Sin</p>

	<p>MC invites President Aaron Ong to make his official address and introduce the 2012/2013 board of directors</p> <p><i>President Aaron Ong delivers his address</i></p> <p><i>Presentation via multimedia power point</i></p> <p><i>The presentation on multimedia ppt when Aaron is been introduced by Steven and installed as well as the individual BOD members needs to be properly coordinated by Aaron with Lawrance</i></p> <p><i>Incoming board members to assemble on left of stage</i></p> <p>Incoming board members to walk up to stage escorted by SAA 2 towards President Aaron Ong as name called.</p> <ol style="list-style-type: none"> <li>1. VP- Lawrance Annie</li> <li>2. Hon Sec - Daisy Chiu</li> <li>3. Hon Treasurer - Sandy Soh</li> <li>4. PE &amp; Mem Dev Director- Alex Chang</li> <li>5. Club Admin Director- CT Heng</li> <li>6. PR Director - Roy Sreenivasen</li> <li>7. Service Director- Jeffrey Yap</li> <li>8. New Generations Director - Laura Lee</li> </ol> <p>Aaron Ong to garland the jewel, shake hands and pose for photo</p> <p><i>Joanne to get ready tray of jewels</i></p> <p><i>All to remain on stage</i></p>	<p>Richard Aaron</p> <p>Aaron</p> <p>Lawrance, Aaron</p> <p><b>Lawrance, Aaron</b></p> <p>BOD</p> <p>Aaron SAA 2 BOD</p> <p>Lawrance Daisy Sandy Alex Heng Roy Jeff Laura</p> <p>Aaron BOD</p> <p><b>Joanne</b></p> <p>BOD</p>
	<p>MC invites SAA2 to escort IPP Dato' Steven Oon on stage</p> <p>President Aaron Ong proposes a toast to all our guests</p> <p><i>Elaine to bring the 20 glasses forward</i></p>	<p>SAA2 Steven Aaron</p> <p><b>Elaine</b></p>

		MC invites SAA2 to escort incoming DG Mansoor Saat & incoming AG Gray Lim on stage for a group photo  <i>Photo session</i>	Richard, SAA2, Gary DG Mansoor  Robert
		MC invites incoming DG Mansoor Saat to remain on stage whilst SAA2 escorts the others back to their seats.  MC invites Guest-of-Honour incoming DG Mansoor Saat to deliver his address.  <i>SAA2 escorts DG Mansoor to rostrum and remain at back of rostrum</i>  Guest-of-Honour incoming DG Mansoor Saat delivers his official address  MC invites SAA2 to escort President Aaron Ong on stage to present a memento to Guest-of-Honour incoming DG Mansoor Saat  <i>Daisy to get ready the fruit basket</i>  <i>SAA2 escorts both incoming DG Mansoor and President Aaron back to their seats</i>	Richard, SAA2, DG Mansoor  Richard, DG Mansoor  SAA2  DG Mansoor  Richard, SAA2, DG Mansoor  Daisy  SAA2 Mansoor, Aaron
		MC invites first lady Ann Vivian to present a bouquet of flowers to district first lady Emzita  MC invites first lady Ann Vivian to present a bouquet of flowers to Ann Datin Boon Kee  MC invites Ann Datin Boon Kee to present a bouquet of flowers to first lady Ann Vivian  <i>Elaine to get ready the 3 bouquet of flowers</i>  <i>All the flower presentation will take place at the seats and not on stage</i>	Richard, Vivian Emzita  Richard Vivian, Book Kee.  Richard Book Kee, Vivian  Elaine  Richard Vivian, Book Kee.
		Dinner commences with last dish dessert	C T Heng
10.30 pm	11.00 pm	Live entertainment (2nd set) & Good Night	Gary