

Post-Event Report

by Malaysian Students' Association in Japan (MSAJ)

MALAYSIAN NIGHT 2013

検索 googlemaps/jorudan : 京急蒲田
大田区産業プラザ (PiO) 京急蒲田
15TH DEC. SUNDAY

MALAYSIAN NIGHT 2013



மலேசியர் கனிபிறுந்த
மலேசியர் கனாக்கள
untuk orang Malaysia
oleh orang Malaysia
給馬來西亞人
由馬來
西亞
人

START 18:30
END 22:00
BUFFET OPEN HOUSE

O MSAJ員: ¥500
X MSAJ員: ¥1000

MSAJ.NET

FOR MORE INFO
ANY QUESTIONS? : KEBUDAYAAN_SOSIAL@MSAJNET
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IDEA PRESENTATION
CREATIVE VIDEO
KARAOKE COMPETITION
ACOUSTIC/BAND



PERSATUAN KEBANGSAAN PELAJAR MALAYSIA DI JEPUN

MALAYSIAN STUDENTS' ASSOCIATION IN JAPAN (MSAJ)

在日マレーシア留学生会

<http://msaj.net>

I. Introduction

“For Malaysians, by Malaysians.”

Malaysian Night is an annual end-of-the-year event conducted by Malaysian Students' Association in Japan (MSAJ), which acts to gather Malaysian students and professionals in Japan. Although it used to be a platform to introduce Malaysian culture to Japanese people, this year, we from MSAJ have agreed to transform the concept of Malaysian Night.

We, Malaysian youth in Japan have scarce settings where we can come together to share our experiences and present the journeys we've taken in this land of the rising sun. We also lack the platform to show our creative talents and to speak out about our ideas and thoughts, here in Japan. Putting these circumstances into consideration, we feel that a change in concept of Malaysian Night can be used to address these issues. Therefore, we, from MSAJ have agreed to revamp Malaysian Night into a stage that allows Malaysian youth in Japan to reflect on our journey here in Japan, to rejoice our visions through exchange, and to ultimately reunite our hearts as people of one nation. This year, the theme of Malaysian Night is “For Malaysians, By Malaysians”.

This change of concept of Malaysian Night goes hand in hand with the introduction of IM4U Outreach Centre in Japan. We believe that this year's theme will resonate well with IM4U's mission of kickstarting more proactive involvement volunteer activities among Malaysian youth in Japan.

To incorporate volunteering elements to this event, we have decided to open up a small volunteer project, named “Project *Kazoku*” within the management of Malaysian Night, to make this event more meaningful to participants and hopefully, more fruitful. Participants of this volunteer project will be involved in the administrative, content-creating, logistics and promotion undertakings of Malaysian Night.

II. Objective

- To provide an under-one-roof setting to reunite Malaysians youth in Japan
- To fashion a stage where Malaysian youth in Japan can express, share and collaborate their talents
- To create a group reflection platform for Malaysian youth in Japan by sharing of their experiences in Japan
- To introduce IM4U in Japan, and officially 'kick-off' IM4U's Outreach Centre Japan
- To re-energize Malaysian youth in Japan in welcoming the new year with a more proactive and motivated stance



III. General Details

Date	15 th December 2013, Sunday
Time	19:00 - 22:00
Venue	Convention Hall, Ota-ku Sangyou Plaza, South Kamata Ota-ku, Tokyo
Target audience	Malaysians in Japan
No of attendees	156 persons (82 members, 74 non-MSAJ members)
Entry Fee	MSAJ Member : ¥500 Non MSAJ Member: ¥1000
Event style	Semi-formal/Casual House Event
Event language	English, Malay, Japanese
Food style	Buffet/Open House style
Theme Slogan	For MALAYSIAN By MALAYSIAN
Theme Color	Malaysian flag color (red, white, blue, yellow)

IV. Event schedule

Begin	End	Program	Extra notes	Time (mins)
16:30:00		Staff Gathering		
17:00:00		General briefing		
17:30:00		Enter Foyer	Booth set up	
18:00:00		Enter hall	Rehearsals	
18:30:00	18:45:00	Registration open		15
18:45:00	19:00:00	Doors Open		15
19:00:00	19:10:00	Opening act: The Misplaced Kids		10
19:10:00	19:15:00	Speech by MSAJ		5
19:15:00	19:30:00	Start eating	Introduce caterer	15
19:30:00	19:45:00	"Azrie & Nisa" Band Performance		15
19:45:00	19:50:00	IM4U session		5
19:50:00	20:00:00	Video performance by Shen		10
20:00:00	20:15:00	TED Talk by Idham		15
20:15:00	20:25:00	Harmonica performance by Yeoh		10
20:25:00	20:40:00	Karaoke session #1	2 teams	15
20:40:00	20:50:00	Februarius: Dance performance		10
20:50:00	21:05:00	Karaoke session #2	2 teams	15
21:05:00	21:25:00	Stand Up Comedy session	Collect votes	20
21:25:00	21:35:00	Prize giving		10
21:35:00	21:45:00	Closing remarks from MSAJ	Negaraku	10
21:45:00		END		



V. Finances

First Proposed budget

Item	Single Fee	No. of orders	Total Fee
Venue:			
Booking Fee	¥100,000	1	¥100,000
Stage Equipment	¥50,000	1	¥50,000
Hall Decorations	¥20,000	1	¥20,000
Hall Layout Service	¥40,000	1	¥40,000
Backstage Rental	¥5,000	1	¥5,000
Misc. (Cleaning service, aircond. etc)	¥25,000	1	¥25,000
Food serving	¥2,000	150	¥300,000
Volunteer Transport Subsidy	¥1,000	20	¥20,000
MSAJ Volunteer Meetings	¥2,500	4	¥10,000
Printings (Name tags, poster etc.)	¥50,000	1	¥50,000
Goodie bags	¥200	150	¥30,000
Lucky draw	¥10,000	(Multiple)	¥10,000
		Total Expenses	¥660,000
Entry Fee (All MSAJ members)	-¥500	150	-75,000
		Grand Total	¥585,000

Actual Finance sheet

Item	Amount (¥)
Hall Booking	46710
Hall Equipment	16870
Food (Malaysian Night 2013)	380000
Drinks (Malaysian Night 2013)	9530
Food (Projek Kazoku)	40000
Ingredients (Projek Kazoku)	278
Goodie Bag	38902
Performance Transport Subsidy	40870
MSAJ Meeting Room Rental	2100
Karaoke competition gift	18654
Certificates for Volunteers & Performers	5360
Total expenses	599274
Entry Fee (Members)	41000
Entry Fee (Non Members)	74000
Total earnings	115000
Net expenses	484274



VI. Volunteer Element: "Project Kazoku"

In line with this year's change in concept, as well as the coming of M4U which acts to introduce the volunteer movement among Malaysian youth - we decided to conduct a small volunteer project, named "Project Kazoku" within the management of Malaysian Night.

This time, we managed to get 19 registered volunteers in Project Kazoku to help us with the management of Malaysian Night. They were divided into three teams, of which were the "Welcoming team, Stage Protocol and Hall Crew". Considering the few manpower that MSAJ has, the volunteers were of much help in organizing the Malaysian Night event. Under "Project Kazoku", MSAJ is producing certificates of participation to be given out to volunteers.

We, the organizing committee, personally received positive feedback from the volunteers that they liked the concept of the volunteer project and they are supportive of future prospects of continuing this "Project Kazoku". This idea will be brought forward to the new committee of MSAJ.

VII. Fund Raising

On December 13th, Malaysian Night 2013's organizing committee received an official email from Ms. Fatimah Sulaiman, the Branch Chairman of Red Crescent (M) - Selangor, requesting that a platform to raise funds for the victims of the recent floods in the States of Pahang and Terengganu, Malaysia, as well as for the victims of Typhoon Haiyan in the Philippines.

Led by Dr. Amy Poh Ai Ling a fund of JPY 35,116, USD 100, and MYR 50 was collected during the December 15th event. A team of 6 volunteer members (Ms. Crystal, Mr. Abul, Mr. Syed, Ms. Nisa, and Mr. Fu Wei lead by Dr. Amy Poh Ai Ling) was formed on the spot in the fund raising effort.

The funds collected during Malaysian Night 2013, was counted and its amount recorded by MSAJ's Treasurer Ms. Bik Ee, together with Dr. Amy. The money will be transferred from MSAJ's bank account to Red Crescent's bank account. A receipt will be issued by Red Crescent (M)-Selangor upon receiving the fund raised from MSAJ. This is to ensure, for both parties, that the money collected during Malaysian Night 2013, is appropriately transacted as agreed.

The report of the fund raising event, prepared by Dr. Amy Poh Ai Ling is enclosed together with this report. (See Attachment A).

VIII. Post event survey

The organizing committee also opened a survey form for 3 days after the event (until 18th December 2013) to receive the participants' opinions about the event, as well as their ideas on how we can improve the event as a whole.

Generally, the participants thought well of the event; though there are definitely room for improvement especially in the setting of the atmosphere. Quite a few participants expressed that the flow of the event were messy and could be improved.

In the free answer column of the survey, participants also shared many ideas on which areas of the event that could be improved. A common voice heard was that the hall layout could have been arranged so that more people would pay more attention to the performances. Also, certain performances like presentations did not really match the "open house" atmosphere of the event.

These opinions are precious to MSAJ and will be brought forward for consideration to better following year's events. The quantitative survey results are enclosed together with this report. (See Attachment B)



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IX. Closing

With the slogan of "For Malaysians, By Malaysians", MSAJ set out to provide an under-one-roof setting to reunite Malaysians youth in Japan, where they not only can express, share and collaborate their talents and experiences in Japan. Although there are still many areas we can improve on, we, the organizing committee believe that we have managed to achieve the objectives of the event. We also hope that from the introduction of IM4U during Malaysian Night, the volunteerism spirit among Malaysian youth will flourish even more greatly, starting here in Japan.

Prepared by,

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