



Event Organising Guide

USMAA 2.0

Document Versions

Date	Author	Version	Comments
11/05/2021	Ruzna Shums	1	USMAA property

Introduction

One of the main tasks of the USMAA Management Committee (MC), as a community-based organisation, is hosting events (hall-based/field-based or via zoom). While the MC organises most of the events, the other Subcommittees also undertake a few, to lessen the burden on the MC (so that they do not get burned out and avoid taking up another year of volunteering).

Below are some standard events that USMAA hosts, with some high-level commentary to act as skeleton framework and guide for a new MC. Most events are run for the benefit of the Financially Current members (FCM)

Event Name	Description	Organised by	Type	Notes
Members' Night	This is often the first event of a new MC	MC	Free for FCM	Usually a hopper night. The caterer can set-up the hopper stations in the Mulgrave Community Centre (MCC) kitchen.
Seniors' Night	Held at the Brandon Park Community Centre. The MC assists to set-up the Hall before the event and putting away the tables and chairs afterwards	Positive Aging SC (PASC) Lead – Sithy Marikar	Ticketed event	Funded by the PASC as part of the \$500 annual budget allocated by USMAA. Gap is funded by a Grant and tickets sales.
Ladies' Night (LN)	MC provides the Mulgrave Community Centre to the Education SC to host the event	Education SC (ESC)	Fundraiser	MC provides the ESC access to the Mulgrave storage area so that USMAA assets can be used. Refer special LN manual on the website for further details.
Islamic Day	Generally conducted following the Dec/Jan school holidays to allow time for the kids to prepare. Qirath, speech and essay competitions are held. Male and female judges are invited. Gifts of nominal value are given to all participants including certificates Prizes awarded to first and second place winners in each age category.	Education SC	Subsidised for the FCM or full fee event	Inform parents that photos of the event will be posted on the website/newsletter and to inform the MC if they do not wish photos of their kid/s to be published. MC provides the ESC access to the Mulgrave storage area so that USMAA assets can be used.

Revision 1

	Trophies can also be awarded			
Ramadan ifthar 1	Usually ifthar-01 is run by a volunteer group headed by Nizra Haniffa. MC assists in setting-up the Hall, purchasing water, drinks and disposables and with the clean-up after the event	Nizra Haniffa and Team	Free for all	Recommend the use of disposables cutlery and crockery for this event to minimise post-event clean-up (volunteers are drained out during fasting)
Ramadan ifthar 2	Ifthar-02 is run by a new volunteer group. MC assists in setting-up the Hall, purchasing water, drinks and disposables and with the clean-up after the event	Fahmi Haniffa & Family, Nazeem Yakoob & Family and Friends	Free for all	Recommend the use of disposables cutlery and crockery for this event
27 th Night Recitals	MC to book a hall e.g. Notting hill Community Centre and source an Imam via Sis Nizra or Bro Imtiaz Mohamed, for the event. MC to set up the sound system and provide tea, coffee, disposables, etc. Also, the blue USMAA tarp (in storage at the MCC) to be provided. Attendees usually bring a plate of food to share	Positive Aging SC Contact the Chair (Sis Sithy)	Free for all	The hall can be booked from 8pm -12 am. Historically, the Hall that is booked, is located at a half-way point e.g. Doncaster to cut-down travel time and encourage participants from the North and West
Eid-ul-Fitr Breakfast	This event can be hosted at a play centre or a basketball court, etc. This is a fully catered event and the tickets can be quite dear, however, there is a niche market for this event. The menu is a traditional SL breakfast (Strings, Kiri bath, etc)	MC	Ticketed event	MC needs to negotiate with the caterer and the Play Centre management about the minimum quantity of participants required.
Eid-ul-Fitr Dinner	Hosted at the Mulgrave Community Centre. Refer to notes below, for the dignitaries to invite. Usually the dignitaries are allowed a short 3-5 talk time. A kids' entertainer is usually hired. The event is fully catered, and the full cost is recouped via the ticket price, with a higher	MC	Ticketed event	A separate cleaner is generally hired for all USMAA hall-based events to assist with the clean-up after the event. Can pay the cleaner or caterer extra (0.50 cents a plate) to wash the plates on the plate washer in the kitchen.

Revision 1

	price for non-members.			
Eid-ul-Adha Breakfast	This event can be hosted at a play centre or a basketball court, etc. This is a fully catered event and the tickets can be quite dear, however there is a niche market for this event. The menu is a traditional SL breakfast (Strings, Kiri bath, etc)	MC	Ticketed event	MC needs to negotiate with the caterer and the Play Centre management about the minimum quantity of participants required
Eid-ul-Adha Dinner	Hosted at the Mulgrave Community Centre. Refer to notes below, for the dignitaries to invited. Usually the dignitaries are allowed a short 3-5 talk time. A kids' entertainer is usually hired. The event is fully catered, and the full cost is recouped via the ticket price, with a higher price for non-members.	MC	Ticketed event	Dignitaries can be invited at the discretion of the MC (especially if the Eid Al Fitr dinner was organised by the outgoing MC)
AGM	Needs to be hosted in July. Refer to the 'AGM' page on website. Request for nominations, for the new MC and any other positions in the other Subcommittees /Trustees requiring re-election, needs to be circulated at least a month in advance. Notice of the AGM (placeholder) needs to be circulated a month in advance as well. The Returning Officer, accepting nominations, could be anyone from the outgoing committee who is not contesting for the new MC.	M C	Free for all Light refreshments. Pizza provided by USMAA	Treasurer needs to obtain the statements for the last financial year for all the bank accounts. He/she will have to physically visit the branch and update the passbook. All transactions on Quick Books should be posted to the correct accounts He/she will need to liaise with each Subcommittee to obtain their reports and accounts. The Janaza SC and Positive Aging SC have their own bank accounts and will need to provide a snapshot of the activity. Janaza Admin manager will need to furnish the Market value for the grave sites listed as assets.

Revision 1

Janaza Fundraiser	MC provides the Mulgrave Community Centre to the Janaza SC to host the event. The event is catered by a member-chef to keep the cost low, but the ticket price is inflated as it is a fundraiser.	Janaza SC (JSC) (Lead- Imtiaz Mohamed or Eddie Dole)	Fundraiser	MC provides the JSC access to the Mulgrave storage area so that USMAA assets can be used
Trivia Night	MC provides the Mulgrave Community Centre to the Youth SC (YSC) to host the event. USMAA allocates the YSC an annual \$500 budget for its activities. For this event, the YSC usually orders pizza and drinks to keep the cost low. Attendees have to purchase entrance tickets and participating teams can be charged a nominal fee per team.	Youth SC	Ticketed event Light refreshments (Pizza)	MC provides the YSC access to the Mulgrave storage area so that USMAA assets can be used.
Sports / Family day	Janaza SC has, historically, hosted a sports/family day out, inviting members from other organisations to participate by entering teams for the events e.g. cricket etc	Janaza SC or MC	Fundraiser	This is another fundraising event for the JSC. MC provides access to the Mulgrave storage area so that USMAA entertainment assets can be used.
Picnic	This is an outdoor event usually held during early summer. Hosted at a park/reserve in the northern suburbs to cater to our Members in the North/Wes as all the hall-based events are conducted at the MCC in the South-East	MC	Ticketed event	Menu: SL short eats/finger food and soft drinks Games for kids and adults. Take the blue tarp, if the MC plans to conduct prayers on the day

Other Events/Initiatives

Event Name	Description	Organised by	Type	Notes
Debating Workshop	Hosted during the school holidays for the primary school kids. Two workshop sessions to train and practise, followed by a live debate on the third session Male and female judges invited for the live debate Participating certificates given to all the debaters Winning teams awarded with prizes and certificates	MC	Ticketed event	USMAA has knowledgeable volunteers who can assist the MC organise this event. Presentation slides, debating rules, judging criteria and marking sheets, used by the MC of 2020/21, are available on the website
Creative Writing Workshop	Hosted during the school holidays over a weekend. Workshop followed by a short story competition with winners awarded for each age category.	MC	Ticketed event	USMAA has knowledgeable volunteers who can assist the MC organise and run this event Presentation slides and short story competition rules, used by the MC of 2020/21, are available on the website
Feed the Homeless	This initiative saw Members bringing dry rations to each of the physical events held at the Mulgrave community Centre, which were then collected and donated to the Cornerstone Contact Centre (CCC) in Dandenong, which caters to the homeless community	MC	Fundraiser	MCs can request the members to bring dry rations (from a pre-determined list sourced from CCC and circulated to the Membership) to the Mulgrave Hall whenever there is hall-based event
Newsletter	Circulated quarterly	MC (Editor)	Free	This initiative reports on the activities undertaken by USMAA for the last three months and furnishes information on events/initiatives scheduled for the immediate future Each issue can carry with a President's note, if required MCs can also promote a business that is advertised on the USMAA's Trade page by featuring them in an article. Refer

Revision 1

				Editor's manual.
Zakat-al-Fitr	MC chooses one or two worthy projects (generally based in SL) and invites the Membership to donate their zakat-al fitra to these projects. USMAA will collect the funds and disburse it accordingly.	MC	Fundraiser	MCs can send out a communique to the membership with a closing date to trigger the fundraiser
Amazing Race	This is a physical activity. The YSC has a budget of \$500 allocated per year to run its events. This event can have an entrance fee for all participants.	Youth SC	Ticketed event	Check with the USMAA insurer, LCIS for coverage
Rugby/Cricket World Cup Final	Event live-streamed followed by dinner. There should be kids' entertainment provided. Henna hand decoration was offered free for the ladies. An USMAA Member volunteered her services free-of-charge at the event in Nov 2019.	MC	Ticketed event	USMAA has a basic projector screen that it can use for a better viewing experience. USMAA also owns projector. Can be streamed by projecting the 'Foxtel Go' browser on a laptop connected to the projector The council projector can be borrowed for \$16 per single use for kids' entertainment.

*Harmony Day and Meelad-un-Nabi are two celebrations that USMAA participates in conjunction with some other organisations. This is at the discretion of each MC. The level of participation can be basic (providing the MCC Hall only) or active (sponsoring the food as well).

Event-Support Contacts

Name	Title	Contact Number	Notes
Nazeem Yaqoob	Volunteer USMAA chef		
Nizra Haniffa	Volunteer USMAA chef		
Hishama from Olu Restaurant	Caterer		
Laneeza from Pillawoos Catering	Caterer		
Saniya Zahir	Caterer		

Libbas from Zahil Enterprises	Caterer		
Sarath	Cleaner		\$170 for vacuuming the halls and cleaning/mopping the bathrooms. The bins need to be stacked at the back of the hall for the cleaner to remove. For an extra \$50 will wash 5 pots. Can wash plates in the plate washer (0.50 cents a plate)

Kids' Entertainers

Name	Title	Contact Number	Notes
Andy's Antics	Kids entertainer		Recommended by an USMAA member but not used for an USMAA event as yet. Price \$150- \$250.
Carly Fairy Freckles	Kids entertainer, face painting, balloon animals		Not used by USMAA as yet
Sandhya	Arts and Crafts		Had a finger puppet making session at one USMAA event and a painting/sketching session at another event
Alex	Magician		Not used by USMAA as yet

Please note that USMAA has not used all the above entertainers in the past and hence cannot guarantee the level of service provided. The above had been considered for previous events but due to cost/availability issues, were not engaged.

Dignitaries who are invited for main events

Name	Title	Notes/email
Jason Wood	Assistant Minister for Multicultural Affairs	[Redacted]
Ranj Perera	Senior advisor to AM Wood	[Redacted]
Julian Hill	Federal Member for Bruce	[Redacted]
Samantha Ratnam	Greens	[Redacted]
Kapila Fonseka	Consulate General	[Redacted]
Diana	Consul	[Redacted]
Brian Little	Mayor of Monash	[Redacted]
Cr Angela Long	Mayor of Dandenong	[Redacted]
Claire O Neil	Federal Member for Hotham	[Redacted]

Notes :

- Any changes to the hall booking dates at the Mulgrave Community Centre should be made at least **one month prior** or the Monash City council will charge \$500+ as a hall date change fee
- Contact person for Mulgrave Community Centre (to check dates or changes dates) - Donna Hyams 9518 3684 or [D \[Redacted\]](#)
- Contact the Council Hall support ([Redacted]) to open the divider in the Mulgrave hall
- Dignitaries are generally invited with their partners
- It is important to invite the dignitaries at least once a year to an event, so that the USMAA name and our community is kept 'front of mind' by these officials
- The email template used to invite dignitaries can be found in USMAA SharePoint

This document must be read in conjunction with the following documents (available on the website):

- General Event Planning document
- Hall Events Task List
- Hall Set-up Notes