



USMAA Hall Event Task List for MCs & Volunteers

High level

USMAA 2.0

Kitchen Morning/Afternoon (11 am – 3 pm)

- Refer Volunteer duties on the USMAA website

By Ruzna Shums

Kitchen afternoon /Evening (3 pm – 6-pm)

- Refer Volunteer duties on the USMAA website
- Fry the short eats/appetisers in the 2x USMAA owned oil fryers if applicable

Hall Morning and/or Afternoon (3xMC or Volunteers)

- Open the place
- Set-up sound system, projector & screen if applicable
- Set-up tea/coffee areas (including stirrers and serviettes)
- Lay prayer tarpaulins
- Set-up round table (20 available) & rectangle tables
- Lay the tablecloths on them
- Place centrepieces on the tables, if applicable
- Place 1xbottle of drinks & 1xbottle of water on each table
- Place plastic cups and serviettes on each table (per the number of seats)
- Place 2x2 rectangular tables in the buffet area for males & females
- Lay heavy-duty tablecloths on them x4
- Place table numbers on the dinner tables if applicable (USMAA owns 21# stands)
- Place 'Reserved' table signs and guest name sheet on special tables (right at the front), if applicable
- Transport the ceramic plates (USMAA has 250 plates) from the storage area, if applicable, or place disposable plates, disposable cutlery, serviettes, back-up additional water and drink bottles on each of the buffet tables
- Place bain-marie outer trays and candles/fuel cans (@2.50 from MKS), if applicable
- Place x2 tables at the reception area, lay tablecloths
- Decorate the reception area as per the event theme
- Place the USMAA banners at the entrance
- Set-up bins x4 next to the buffet area with liners and assign a volunteer to monitor/change if fresh bin-liners are needed during the event
- Set-up the area for the kids' entertainment (Hall B) if applicable
- Place nibbles, water, drinks, serviettes and cups for the kids to use during the entertainment session

Pre-start

- Man the front reception desk and QR code checking - 1-2 heads
- USMAA owns an ipad which has the QR code app installed
- Serve dates, kanji and disposable soup spoon, short-eats and faluda to tables (for iftars only)
- Place fresh milk in the tea/coffee area
- Place nibbles/appetisers on each of the tables, if required
- Pick-up the food from the caterer, if it is not being delivered

Dinner Rush

- Add boiling water to the bain-maries (use one of the two USMAA owned urns)and light the candles/fuel cans
- Serve the food to the inner bain-marie trays
- Transport food from the kitchen to the buffet area and refill - 2 heads
- Serve food to the attendees at the buffet table – Male and female- -3-4 heads each
- Clear away the dinner service to make room for the dessert area on the buffet tables
- Assign volunteers to set-up the dessert area on the buffet tables including placing disposable dessert bowls, spoons and serviettes
- After dinner, distribute kids' lolly bags (generally gifted to the kids at both Eid dinners)

After the event duties

- Emptying bins, placing new bin liner and stacking full bin liners at the back of the hall

- Re-stack tables and chairs back into storage (if attendees have not already done so)
- Plate transport back to the USMAA storage room (after being washed)
- Tea, coffee disposables, drink bottles, water back to storage
- Fold the tarps and transport back to storage room
- Food packing (pre-purchase medium-size freezer bags and a roll of plastic bags \$2)
- Make payments to all service providers e.g. cleaner (cash required), entertainer etc
- Wash and return borrowed equipment/ caterer's pots etc

Kitchen clean

- Wash plates in the plate washer, if applicable
- Clean large pots and small pots
- Clean sinks, plate washer, counter tops, cooktops and oven
- Store away the tap extension back in the kitchen storage cupboards
- Make sure all fridges & freezers are empty