



USMAA Hall Setup Notes

Level - Detailed

USMAA 2.0

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This document contains some information that may be useful for a new MC when setting up the venue (some notes are specific to the Mulgrave Community Centre).

1. Hall A (Main hall) at the Mulgrave Community Centre (MCC) - The Council generally has the sliding panels/doors closed off in the rear of this Hall to create two Halls. If USMAA needs the cordoning off to be removed to create one Hall, this has to be communicated to the MCC Hall Manager, at least a few days in advance
2. Hall B (next to the kitchen) at the MCC -Tables are generally already laid out by the council in a standard format. Decide how many tables are required and how many chairs are needed at each table. Stack extra chairs in a corner, if not needed. At the conclusion of the event, the Hall needs to be re-arranged back to the original set-up per the Council format
3. Hall A (Main hall) at the MCC – The MCC has 20 round tables and 10+ rectangle tables. Decide what sort of a set-up is applicable e.g. if attendees will be allowed to sit at both Hall A and B or if Hall B is going to be used for the buffet/kids' entertainment. All the tables can be covered with tablecloths or just the tables in Hall A
4. If there is a kids' entertainer, then Hall B (next to the kitchen) could be used for this purpose. If not, the rear of Hall A (main hall) can be closed off with the sliding panels to create a new room for the kids.
5. Place two tables in Hall A (joined together) in-front of the roller shutter opening which gives access to the kitchen from Hall A. This could be the female food buffet area.
6. Place another two tables (joined together) for the males, in line with the female buffet area, directly in front of the Hall B twin sliding-door entrance. This could be the male food buffet area.
7. It is advisable to cover the four buffet tables with heavy duty tablecloths that fit the event colour theme.
8. Place two rectangle tables in the reception area. This can be parallel to the entrance path. Cover the tables with tablecloths fitting your theme. Ensure a printed copy of the attendee list is available at the reception table, as all attendees will not bring a copy of the event ticket.
9. The entrance can display the USMAA banners. You may consider printing banners with the USMAA events' etiquette (refer website under events).
10. Each dining table to have:
 - one big mineral water bottle (2L)
 - one soft drinks bottle (1L)
 - disposable cups for every person at the table
 - wad of serviettes
11. USMAA owns small appetiser platters which can be used to place nibbles at each dining table.
12. Each buffet table area (females and males to mirror each other) to have:
 - xx ceramic dinner plates
 - split the additional drinks equally between the two tables
 - split the big mineral water bottles between both tables
 - spare disposable cups (pack of 25)
 - sporks or spoons and forks
 - the metal cutlery in the holder (from the storage room) to be placed on the females' table
 - a wad of white serviettes (maybe 50) on each table
13. One table to be set up as a 'Colouring-in' area (next to the storage room) for kids outside in the corridor. Place the colouring books and the coloured pencils on the table. This table can be covered in black. Colouring books can be purchased from K-Mart.
14. Setup the carrom board with 4 chairs in the corridor.

15. Relocate the following from the storage room to the tables in front of the kitchen
 - disposable food container boxes
 - Kanji bowls and soup spoons (for ifthars only)
 - dessert spoons, disposable cups, freezer bags, bin bags
 - serving spoons (this should always be stored in kitchen storage area)
 - Faluda serving jugs with lids (need to purchase 2 new ones, old ones have been disposed)
16. The males' tea/coffee area is the small kitchenette facing the stage. This kitchenette has a wall-hung hot water dispenser.
17. For the females' tea/coffee area, place a small table between the male and female buffet tables. Place USMAA's second urn on it and fill with water.
18. For both female and male tea/coffee areas, place:
 - 50-150 coffee cups
 - tea bag container
 - coffee bottle with a spoon (make sure it is not expired or has mold inside it)
 - sugar container with a spoon
 - stirrers placed in a coffee cup
 - some disposable spoons (to serve coffee and sugar)
 - 50 serviettes
 - one Lt Long-life milk x2-4
 - fresh milk 2 Lt x 2-3

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

- General Event Planning document
- Hall Events Task List
- Event Organising Guide