

ANNUAL REPORT

PPIA
VIC



2021/22

Opening Remarks from the President of PPIA Victoria 2021/2022

Entering a post-pandemic era, it was extremely challenging for all student organizations to cope with this unique situation. In the first place, resources were limited while everyone expected greatness. The burden to make beautifully designed offline events without any foundation has taken a strike on the mind of our committees. Yet the strength of our organization has the courage to persevere in the challenge.

This year PPIA Victoria has seen a transformation in the comprehensive and collaborative approach of providing capabilities to create events and serve the community needs. The shape of our organization has changed drastically to improve the engagement, participation, and productivity of the Indonesian community.

Through events such as Networking party to ensure we are truly reflective of the community we serve. We have successfully formed a welcoming as well as a networking event for Indonesian students that just arrived in Melbourne.

Next came NOBARIA, a specialize event designed for Indonesian student association across Victoria to build a bond between chapters and branches that successfully managed formal and informal events.

The pursuit of building innovative ways to create an event continues with three of our flagship events. First and foremost, sports and e-sports event VICTORIA CUP has successfully established a bond and sportsmanship in the society.

Followed by an expanding event of a festive, vibrant, and inclusive night market called ALUN-ALUN, which reaches 2500 attendees and dozens of Indonesian communities performing on stage.

Closed with a theatrical performance that was originally produced by Indonesian students called TEMU LAWAK. This flagship program has achieved a blueprint for years to come.

Parallel to the flagship program, we also have external events such as IUAB, GIVE VIC BACK, and EPILOGUE to complete our milestone.

To conclude, I would like to thank all of the 2021-2022 executives, project managers, committees, and volunteers for their commitment and dedication throughout this

long roller coaster year. As the leader of PPIA Victoria, I'm honored to work alongside each and every one of you to make a significant rebound in producing historical events.

Finally, I would like to appreciate all participants that have supported our events all year. As the old saying goes, "All great things must come to an end." We hope that all of our successes, as well as our shortcomings, can be a spur of enthusiasm and valuable lessons for the success of the next period.

Melbourne, 29 October 2022

A handwritten signature in black ink, appearing to read 'Hansel', with a long horizontal stroke extending to the right.

Christian Hansel

President of PPIA Victoria 2021/2022

Background and Organizational Structure of PPIA Victoria

PPIA (Persatuan Pelajar Indonesia di Australia)

is a non-profit organization that aims to unite all Indonesian students in Melbourne and, at the same time, invite them to contribute to the Indonesian nation by introducing the culture of the homeland to local and international communities. PPIA is divided into three levels as follows:

PPIA Central

Central PPIA's leadership spans across Australia. PPIA Central covers all Indonesian students and is the parent of PPIA Branches and Sub-Branches.

PPIA Branches

Branches' Leadership is located in every State in Australia (New South Wales, Victoria, Queensland, Western Australia, Northern Territory, ACT and South Australia). PPIA Branches serves to unite PPIA Sub-Branches and facilitate the needs of members in the area of accreditation.

PPIA Sub-Branches

Sub-Branches' Leadership stands at every University in the State. Branch serves to recruit prospective members in each university.

PPIA membership will be registered directly when members register at the branch level. To support all activities carried out, PPIA cooperates with the Consulate General of the Republic of Indonesia together with Indonesian Communities in each State. Therefore, PPIA has become an organization that has a wide affiliation network with communities in Australia, both locally and internationally.

Here are the eight PPIA Branches located in the State of Victoria, Australia:

- PPIA Deakin University
- PPIA La Trobe University
- PPIA Monash University
- PPIA RMIT University
- PPIA University of Melbourne
- PPIA Swinburne University
- PPIA Victoria University
- PPIA William Angliss

Objectives

1. To support the Indonesian students' community in Victoria.
2. To raise the sense of belonging of Indonesian students with each other and the Indonesian community.
3. Engage in social involvement with the Indonesians and local society.
4. Raise and maintain awareness of Indonesian culture.

Vision and Mission

Vision

The dynamizer of Indonesian student associations as a pioneer in receiving ADAPTIVE, INCLUSIVE, and CREATIVE aspirations to develop the potential, synergy and innovation of Indonesian students in Victoria and introduce the work of the Indonesian nation in Victoria.

Mission

1. Optimizing the synergy between PPIA branches and sub-branches.
2. Improving the internal quality of the organization that is appreciative, harmonious and has a breath of professionalism.
3. Facilitate the development of interests and talents of Indonesian students in Victoria.
4. Strengthening media aspirations to be able to provide quality services.
5. Organizing and maximizing work programs to provide knowledge of Indonesian culture.

Committee Members

President

Christian Hansel

Vice President Internal

Coco Millenia

Vice President External

Mikha Taniel

Secretary

Muhammad Raffa Pratama

Treasurer

Margaret Hutahayan

Project Managers

Aretha Sheridan Santosa *(Temu Lawak)*

Carissa Putri Muhamartha *(Temu Lawak)*

Aurellia Meidirama *(Alun-Alun)*

Christofer Iglesias *(Alun-Alun)*

Carren Djojodiredjo *(Nobaria)*

Fitra Rahima *(Nobaria)*

Daniel Owen Gunawan *(Victoria Cup)*

Kayleen Hoo *(Victoria Cup)*

Education, Social and Culture

Josephine Darmawan *(Head Division)*

Daud Judah Bachtiar

Diane Hadibrata

Grisela Sendjojo

Natasha Livia Limandar

Sansana Ruth

Sherina Suhartanji

Public Relations

Josephine Darmawan *(Head Division)*

Brenda Budiman

Harry Santoso Lie

Irvan Louis

Prischila Fanggidae

Yulia Sharon Budiman

Marketing

Neysa Gabriela Tedja *(Head Division)*

Arif Budi Paramartha

Kevin Girisamudra Wikanta

Michelle Antonia Lie

Nashira Fathania Latif

Multimedia	Neysa Gabriela Tedja	<i>(Head Division)</i>
	Chelline Graciella Soejono	
	Eqi M Rikansa	
	Nico Andiko	
	Vanessa Tjandra	
Creative	Joan Budiono	<i>(Head Division)</i>
	Aisyah Kirana Fardiansyah	
	Nadira Feraintia Forizal	
	Tiara Puspa Amanda	
	Made Ayu Gitagayatri	
	Rojwa Leygiana Rachmiadi	
Webmaster	Joan Budiono	<i>(Head Division)</i>
	Christopher Owen	
	Felice Chahyady	
Finance	Clarissa Saputri Pratoyo	<i>(Head Division)</i>
	Michelle Susento	<i>(Head Division)</i>
	Aldrich Lado Buntoro	
	Arnett Grady	
	Carlisa Regina	
	Clarita Yolanda	
	Evelyn Lie	
	Keisha Kalisha	
	Kezia Melinda	
	Tiffany Sheryll Nirwana	
	Xaviera Quincy Jhon	
TOTAL	53	

PPIA VIC



PR and ESC Divisions

Job Description

Public Relations

- Responsible for the relationship between PPIA Victoria and other organisations (PPIA, PPIA Branches, and other organisations in Victoria)
- Planning and organising collaborative programmes and events with the aforementioned organisations.
- Actively supervise and advocate for the success of the programmes and events of PPIA Branches.
- To help and ensure transparent and synergic coordination for the success of the events of PPIA Victoria.
- Attending and participating in the events of the aforementioned organisations.
- To plan, organise, and run other external programmes/events.

Education, Social, and Culture

- To plan, organise, and run; IKAN, Culture Day, and Give Vic Back 2022
- To formulate teaching systems that are effective and educational
- To plan programmes/events for the promotion of Indonesian culture
- Maintaining good relationships and organising collaborations with Indonesian language teachers and schools in Victoria
- To plan, organise, and run other ESC programmes/events
- To raise awareness and promote the exquisite cultures from Indonesia

List of Events

Public Relations

- Epilogue
- Internship Fair (*Cancelled*)

Education, Social, and Culture

- IKAN (Ikatan Australia - Nusantara)
- Give Vic Back
- IUAB (Ilmu Untuk Anak Bangsa)
- Cultural Day, in collaboration with Alun-Alun

SWOT Analysis

Strengths

- The additional role of PR and ESC head division helped the Vice External to share the workload of supervising all of the events.
- Good communication and effective work assignment between the Vice External and head division.

Weaknesses

- Lack of bonding time among the PR and ESC members, resulting in the individualised and program-based working environment.
- Lack of commitment from some of the team members. This has caused some committees to do more work than the initial job assignment.
- Some of the committee were staying in Indonesia for a while, resulting in the limited communication and participation.

Opportunities

- As PR and ESC are different in nature, in addition to the evidently great help of a head division, it is recommended that there should be two head divisions or coordinators to aid the Vice External President. This allows the coordinators to be more specific in their supervising role.

Threats

- PR and ESC members were required to be part of Internal events. This made most of the members burnt out when organising their main responsibilities in PR and ESC. This is due to Internal events being held in Semester 1 and most PR and ESC programmes held in Semester 2.
- Most PR and ESC members were appointed as head divisions or coordinators of Internal events, this burdens most of our members and meant that they could not perform as 'all-out' as we had hoped initially.

Marketing & Multimedia Divisions

Job Description

Multimedia

- Working alongside marketing to create video contents
- Directing and documenting PPIA VIC's video materials
- Video editing for IG Reels, IGTV, and YouTube
- Responsible for photography and documentation of PPIA VIC's events

Marketing

- Responsible for PPIA VIC's social media presence (Instagram, Facebook, Twitter, and YouTube)
- Copywriting for posts and newsletter writing
- Idea brainstorming and execution for social media campaigns
- Event sounding
- Building a good relation with media partners

SWOT Analysis - Marketing

Strengths

- Able to create positive, wholesome connections between members
- Sales of event tickets exceeded expectations as a result of diverse marketing tactics
- Contents posted on social media were praised for how creative and informative they are
- Establish to create frequent communication with other divisions in terms of marketing schedule
- Increase of social media followers in all five accounts created
- Created new TikTok contents that received high view counts

Weaknesses

- Limited amount of members resulted in overloading tasks for certain officers
- Tasks weren't distributed equally as officers availability varies
- Too many events that marketing had to promote and resulted in lack of awareness for some PPIA events
- Most strategies brainstormed focused too much on soft-selling (social media)
- Some sponsor posts were not organized as a result of miscommunication
- Meetings that sometimes were not effective

- Marketing calendar that were not on schedule resulted in inconsistent time for posting

Opportunities

- The current team would recommend having one or two PICs for every event and having designated committees for those events
- Recruit additional members for each events
- Enhance hard selling promotions
- Do more sounding outside of PPIA events to tap into different audiences
- Divide tasks based on each member's strengths
- Brainstorm with project managers and executives regarding promotion strategies
- Research the market when creating promotional materials
- Create weekly meetings to catch up on marketing calendar and other events

Threats

- Lack of interest for people to join PPIA events as there are too many events
- Other PPIA events having similar concepts so there needs to be proper meeting to how we can stand out
- Same members handling different PPIA VIC events can resulting on stress and overwork
- Small time gap between events can result in clashes of promotion

SWOT Analysis - Multimedia

Strengths

- Able to create a good working environment that resulted in the team's strong bond
- Created several projects outside events' projects
- Positive feedbacks of trailer and teasers from audience
- Coordinators of each event developed leadership skills
- Multimedia team were able to brainstorm ideas for the videos we produce

Weaknesses

- Limited amount of members, which resulted in overloading task for certain members
- Other divisions sometimes asked for video contents that are unnecessary to be produced
- Tasks weren't distributed equally in some projects
- Difficulties in transferring files for the editing process

Opportunities

- The current multimedia team would suggest as many as six officers for an ideal number
- Recruit members and volunteers for events
- Re-evaluate contents that needed to be produced by the team
- Divide the time frame of events to avoid tasks piling up
- Providing proper filming equipment for multimedia team can result in better outcome

Threats

- Two events running at the same time can result in clashes in workload (same members were handling different PPIA VIC events)
- Shooting or photoshoot venues that are hard to find
- Lack of equipment for shooting, something that can be asked on recruitment interviews on how to tackle it

Creative & Webmaster Divisions

Job Description

Creative

- Responsible for overall concept, design identity, and aesthetic of PPIA VIC's branding.
- Conceptualizing, organizing, and designing PPIA VIC's social media content alongside Marketing team.
- Responsible for the decorations and creative content of PPIA VIC's events.
- Designing PPIA VIC's merchandise.
- Applying creative skills and knowledge of Adobe Photoshop, Adobe Illustrator, and other design software.

Webmaster

- Maintaining the optimal functionality and visual identity of PPIA VIC's official website alongside Creative Team.
- Updating information and membership database on PPIA VIC's website.
- Applying knowledge of Wordpress and database into PPIA VIC's website.

SWOT Analysis

Strengths

- Creative officers successfully bonded with one another and as a result created a positive, friendly, and supportive working environment
- Officers can adapt to many various design styles (as each event has its own creative direction)
- PPIA Victoria's design style is consistent in its themes but also refreshes itself every once in a while (introducing new colors and elements) and as a result, keeps audiences entertained
- Successfully implemented Indonesia's culture in its design which aligns with PPIA Victoria's overall vision and mission
- The website successfully adapted an aesthetically pleasing outcome that matches the creative division's styles
- The website successfully showcased each of PPIA Victoria's events as a result audiences can easily access all information in one place

- Officers finished their weekly tasks in a succinct manner and are always open to feedback and improvements

Weaknesses

- Deadlines provided by other divisions are frequently given in a tight manner which creates stress for officers
- The marketing calendar provided by the marketing division is often not up-to-date and as a result, the creative team has to manually reach out to them
- The creative team started off with limited human resources and as a result, had to recruit two more along the way
- Limited time and budget created the untapped potential for the creative division in bringing the designs to life (online and offline)
- The website has limited data and as a result, made a limit on how many pictures can be uploaded
- The website is severely lacking in promotions and resulted in not maximum website visits

Opportunities

- If possible, the creative team should start with the right amount of officers and not recruit midway. The current team would like to recommend as many as six creative officers
- Create brand guidelines that compile every event's design styles (colors, elements, fonts)
- Task allocation can be more consistent as right now, it varies (Whatsapp, Trello, Google Drive, etc,)
- Create a monthly structured plan for the website so tasks don't get piled up at the start or at the end
- Website, if promoted well, can be a hub of information for sponsors, members, and external stakeholders

Threats

- Communication with other divisions can be better. We can suggest a meeting every two weeks between head divisions (especially Marketing and Finance)
- On Instagram, all of PPIA Victoria's design posts are connected. Next year, it doesn't have to be
- Proper bonding sessions should be implemented when the committee first started
- Information from each event should be communicated to the webmasters faster so the website can be finalized earlier
- If possible, webmaster officers should have a basic ability in design

Sponsorship & Fundraising Division

Job Description

- Establishing relationships with sponsors, in order to support the success of the event in financial terms (in the form of money or products / services).
- Forming a partnership between PPIA Victoria and merchants to provide benefits to all PPIA members in Victoria (Member Benefits)
- Accommodating the sponsor's benefits in accordance with the Memorandum of Understanding (MoU) made with the sponsor.
- Carry out fundraising activities

Job Report

Fundraising Activities

Fundraising 1	: Christmas Hampers
Fundraising 2	: Chinese New Year Hampers
Fundraising 3	: Valentine's Day

Member's Benefit

SWOT Analysis

Strengths

- A strong bond between the committees
- Cooperative committees with good teamwork
- Fundraising results that exceed expectations
- Selection of good fundraising products that makes buyers are interested in buying the products
- A sense of mutual support between person in charge that creates a positive competitive environment

Weaknesses

- Too many fundraising activities that exist because of the large number of funding needed from PPIA Victoria's event
- Members benefit searching activities that got delayed due to carelessness
- Missed opportunities due to miscommunication between PIC and potential sponsor

Opportunities

- Getting more members benefit
- Could undertake various type of fundraising other than food pre-order
- Reaching out a greater target market as a buyer for fundraising activities

Threats

- Limitation in reaching out to sponsor due to events that was happening in consecutive months
- Many sponsorship offers in the form of in-kind rather than financial
- Competition to find sponsors with other PPIA
- Fundraising activities that also happening in the same time with other PPIA

Treasury Report of PPIA Victoria 2021/22

Laporan Keuangan				
PPIA Victoria 2021-2022				
OPENING BALANCE	\$8,626.34			
INCOME				
Date	Description	Amount Received	Amount Expensed	Notes
28 November 2021	Ticket TEMU LAWAK 2021	\$200.00		
	PPIA Membership Card	\$760.00		
	PPIA Australia	\$1,000.00		
	General Fundraising	\$776.31		
	Comittee Tshirt	\$1,325.34		
	Makrab	\$128.43		
	Profit Nobaria	\$1,405.72		
	Profit Victoria Cup	\$676.24		
	Profit Alun-Alun	\$6,309.59		
	Profit Temulawak	\$2,820.72		
	IUAB	\$1,866.05		
TOTAL INCOME:		\$17,268.40		
EXPENSE				
	Eftpos Machine		-\$118.00	
	Loss Epilogue		-\$649.10	
	Networking Party		-\$145.30	
	Harddisk		-\$99.00	
	Google Gsuite		-\$152.31	
	Website PPIA VIC		-\$29.43	
	Appreciation night		-\$1,291.60	
TOTAL EXPENSES:			-\$2,484.74	
PROFIT		\$14,783.66		
CLOSING BALANCES:		\$23,410.00		

Networking Party 2022

Event Details

Location : 11TH Space
Date : 12 March 2022

Objectives

- A place for Indonesians in Melbourne to meet new people and having conversation, especially after going through several lockdown periods
- Introducing and giving awareness about PPIA Victoria with various work programs that will be carried out the next one year
- Providing a session for networking that could help build strong connections
- Spreading knowledge through several sessions of workshop and talk show

SWOT Analysis

Strengths

- Attendees of the event exceeded the target set by PPIA Victoria
- Successfully reach a broader and wider target market that us proven by attendees that comes from various locations
- Several booths that explain PPIA events for the next one year were visited by many participants
- Committees that have successfully carried out their respective duties

Weaknesses

- Event preparation in a fairly short time
- Overcrowded situation which makes movement, or the flow of the event affected
- Time allocated for the workshops and talk shows that are a bit inconsistent with the rundown

Opportunities

- Can also be used to embrace and introduce other communities in Melbourne, Victoria.
- Providing more variety of topics in the workshop session and talk-show in accordance with what audience wants
- A bigger venue to accommodate a bigger audience and to control the flow better
- Could have done more research on the target audience for the event and create a more engaging session

Threats

- First time for PPIA Victoria to held networking event
- It has been a long period for PPIA in holding offline event
- Lack of knowledge of Indonesians in Australia about PPIA Victoria

Supporting Documentation



Financial Statements

Laporan Keuangan				
Networking Party 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
EXPENSE				
Food and Snacks	\$107.30			
Cutleries	\$38.00			
Total Expenses				-\$145.30



INTERNAL EVENTS





Nobaria 2022

NOBARIA (Nongkrong Bareng Anak Victoria)

is one of the PPIA VICTORIA events which aims to create a series of events that will strengthen the bond and relationship between the chairman and the PPIA VIC branch committee. As PPIA VIC is the center of all branches, it is very important to maintain strong ties between the executive and committees.

Vision

Making PPIA Victoria a central organization that accommodates and fosters student aspirations. To serve as a facilitator for all PPIA from every university in Victoria, by building internal and external synergies based on the values of unity and collectivism by upholding the values of Pancasila as the foundation of Indonesian philosophical theory.

Mission

1. Foster a sense of togetherness for Indonesian students studying in Australia
2. Encourage the involvement of Indonesian students and local communities in social engagement
3. To promote and maintain Indonesian culture

Timeline

NOBARIA: Picasso in Action	Formal	11 March 2022
BUKBERIA	Informal	23 April 2022
MERDEKARIA	Formal	7 August 2022
NOBARIA: Movie Night	Informal	26 August 2022
ENDINGRIA	Informal	16 October 2022

NOBARIA: Picasso in Action

NOBARIA: Picasso in Action is NOBARIA's first main event which was held online on 11th March 2022. The event consisted of a series of games which included "What do you meme?", "Aliens have landed", "Picasso in action" and "Scavenger hunt".

A total of 33 participants from different PPIA branches, including PPIA VIC had joined the event. The participants were mostly executives of each branches however, this

year we have allowed committee members to join as well.

Strengths

- All participants actively contribute to the game as a team.
- Focused on fostering interactions between team members
- Incentives/prizes for winners provide motivation for participants to participate.
- All games are interesting and fun.
- Communication in the event division is good and smooth. All members can pay attention to the time due to clear communication.
- The MCs did a great job of keeping the show alive and making sure everyone was involved in the event
- The PMs are well organized in event planning

Weaknesses

- Not enough briefing towards D-day. Henceforth prone to technical difficulties and human error.
- Not enough time for some games.
- The MCs should get better information and details about the rundown because they are the ones who announce the game to the participants
- Project Manager pays less attention to details such as estimated time for games, grouping, grouping participants before the event, and so on

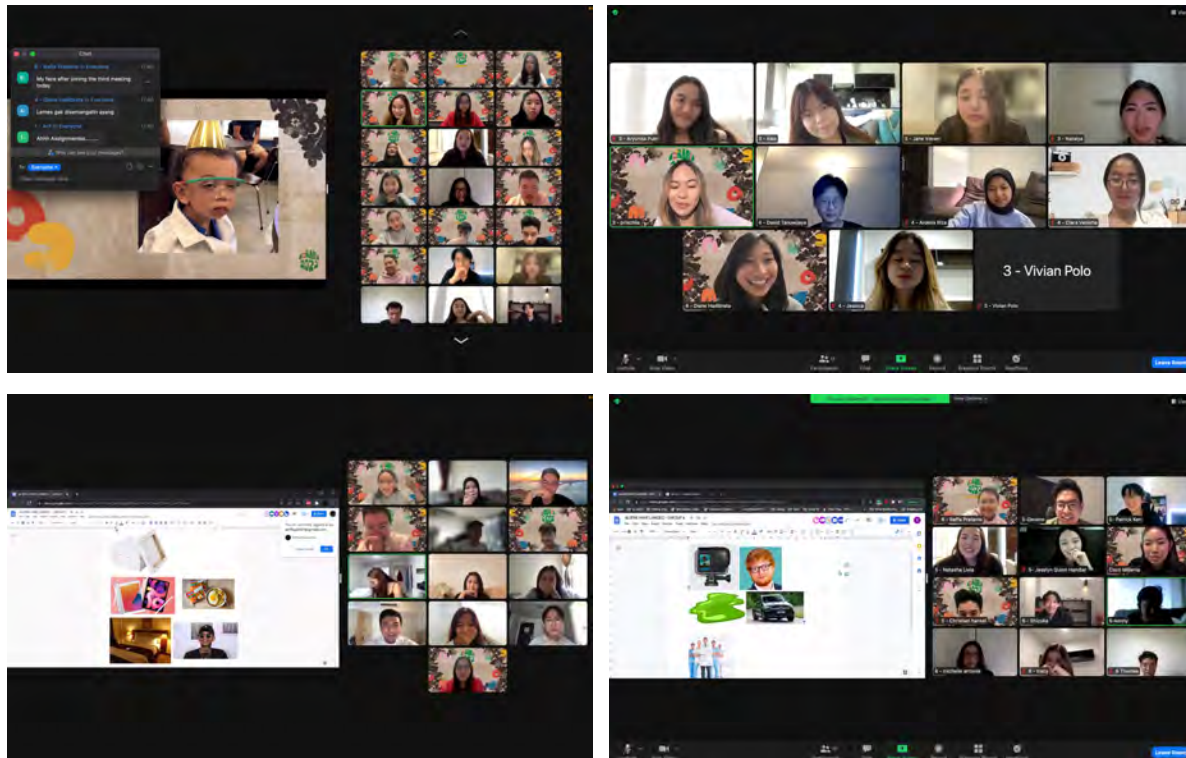
Opportunities

- Better scoring system to make the game fairer.
- The game can be made more difficult in order to have more scores and motivate participants.

Threats

- If participants are shy, some games (e.g. drawing topics) do not involve participants to talk/discuss.
 - Games must require participants to be more active

Supporting Documentation



Bukberia

Bukberia is the first informal event where we organized a dinner for people to break their fast together. It included a variety of traditional Indonesian food such as telur balado, ayam gulai, and es buah which was prepared by our very own NOBARIA committee. Other than that, we had a karaoke session with all of the participants which made the event very fun and enjoyable. The overall event was very informal and everyone who is a committee member is welcomed to participate.

Strengths

- The food was more than adequate for the number of people who came to the event and the variety of food was quite a lot.
- Entertainment was great and people seemed to be really enjoying their time.
- The games provided also help to ensure everyone has something to do at the event. So a relatively interactive event.
- The place provided for prayer (the main meeting room in the 11th space) is quite good and adequate to provide a comfortable space for people to pray.
- Many Committee members came from various branches which made this

event interesting and exciting.

- The whole event is well organized in terms of time as everything can be arranged according to the schedule.
- Through this event, the PPIA VIC committee was also able to strengthen the relationship, which further strengthened the NOBARIA team.
- Overall there is a sense of togetherness that makes the whole event very exciting and fun.

Weaknesses

- Time clashed with other events such as PPIA MONASH – Meet the grads & BUKBER YIMSA.
- Activities can be better organized so that each guest can bond better with other committee members
- The food could be expected to be better for the number of people who came as there was still a lot of leftovers
- Some of the utensils purchased were not well thought out (incompatible for kinds of food and drinks served).
- Since the actual event venue is quite far from the intercom, one person must be on standby yet was left behind in the event.

Opportunities

- Be better prepared to choose dates by consulting with fellow branches and other local organizations regarding their events and see if any future events may overlap with each other.
- Can increase exposure by making teasers

Threats

- There was a clash with Monash Open day OR other events from other PPIA branches, as a result some participants could not come. To avoid this, better communication and connection with other PPIA branches could be done.

Supporting Documentation



NOBARIA: Merdekaia

Merdekaia is Nobaria's second formal event which provides a range of team building activities that encourage participants to build a stronger bond and connection. All PPIA branches had to give 5 members to join the event so all committees could get the opportunity to get to know each other. Small snacks such as chips and water were given to allow participants to enjoy the event.

Strengths

- The event was full of team collaboration games which encouraged participants to start conversations.
- It was not raining so the event continued as planned.
- The event started after lunch time which allows us to provide snacks instead of heavy meals.
- The place, Carlton Garden, supported our event as it has large spaces and was not busy.
- A good rundown between games and breaks.

- The last game, Spectrum, was a good choice of activity as it creates a lot of conversation through getting to know other people's various perspectives.

Weaknesses

- The event didn't start as scheduled in the rundown as many participants were late.
- People were a bit confused on the exact location of the event as it is at Carlton Garden.
- Some activities were at high risk of participants getting injured due to the wet and slippery grass.
- Not enough space to put the participant's bags.
- Not enough briefing with MC hence the event didn't stick to the rundown.

Opportunities

- The game could be a balance between active and relaxing games to allow participants to slow down and talk to each other.
- There could be a prize for the winner to make the game more competitive and fun.

Threats

- There was a crash with another event, Indo Day Out, which resulted in less participants

Supporting Documentation





NOBARIA: Movie Night

NOBARIA: Movie Night is the last NOBARIA event, where it is an informal event that anyone could come to. A questionnaire was given to the participants to vote what kind of movie they would like to watch and the movie that was voted is “Pengabdi Setan”. It is an Indonesian horror movie released in 2017. The participants were given Pizza and popcorn for food, as well as a selection of beverages for them to enjoy.

Strengths

- There were little to no technical difficulties or other challenges that caused any form of disruption to the event.
 - The venue was easily booked
 - No lack of sound or image quality that would cause the movie watching experience un-enjoyable
- The venue was comfortable and everyone get a good place to watch it from
- Food and beverage provided was adequate for the event

Weaknesses

- There were not that many people that participated, relative to our previous NOBARIA events.
- Could do a better timing

Opportunities

- Reach out to the branches earlier so more people could have the chance to clear out their schedule for the event.
- Promote the event on social media more consistently and with clear planning

Threats

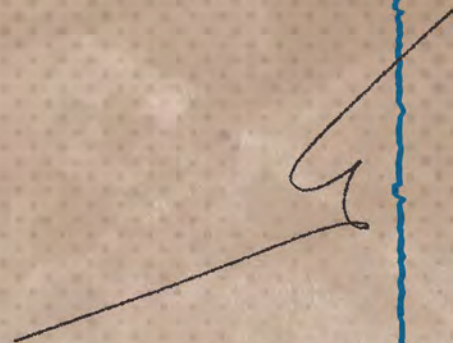
- The movie selection may not be representative of everyone's liking so it could cause the lack of interest to the event.

Supporting Documentation



Financial Statement

Laporan Keuangan				
Nobaria 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
INCOME				
Fundraising:				
PO Ayam Geprek	\$1,050.73			
Total Fundraising	\$1,050.73			
Sponsor:				
RACC	\$500.00			
First Jakarta	\$500.00			
Total Sponsor	\$1,000.00			
Total Income			\$2,050.73	
EXPENSE				
Nobaria 1: Picasso in The Making				
Prize		-\$100.00		
Nobaria 2: Bukberia				
Consumption		-\$265.51		
Nobaria 3: Merdekaria				
Snack		-\$43.44		
Games Equipment		-\$33.66		
Nobaria 4: Movie Night				
Food and Drinks		-\$74.85		
Nobaria 5: Gathering				
Consumption		-\$127.55		
Total Expenses				-\$645.01
Profit/Loss			\$1,405.72	



Victoria Cup 2022

VIC CUP is an annual sports event held by PPIA Victoria in conjunction with all other PPIA branches. This year, Victoria Cup 2022 is divided into 2 branches, esports and sports, where we have expanded and elevated this existing event. It was held for 3 days on 29 June - 2 July 2022.

The goal of this event is to connect people with the same hobbies and interests through sports and games, allowing them to improve their athletic skills, increase their love of sports, and sense of teamwork, and most importantly create solidarity among students studying in Victoria. This friendly tournament is intended to uphold communion and sportsmanship, yet playful and fun.

Event Details

E-Sports

Date : Wednesday, 29 June 2022
Time : 13:00 - 18:00 AEST
Location : GIC E-Sport (15 Sutherland St, Melbourne VIC 3000)

Sports

Date : Friday, 1 July 2022 & Saturday, 2 July 2022
Time : 08:00 - 18:00 AEST
Location : Monash Sport (42 Scenic Blvd, Clayton VIC 3800)

Total Participants & Audiences

This table shows the number of teams/players registered in VIC CUP 2022

Category	Teams/Players
Futsal (5 vs 5)	4 teams
Basketball Men (5 vs 5)	8 teams
Basketball Women (3 vs 3)	4 teams
Badminton Men Single	4 players

Badminton Men's Doubles	8 teams
Badminton Mixed Doubles	4 teams
Valorant (E-Sport)	20 players

This table shows the number of audience in VIC CUP 2022 (excluding participants)

Category	Number of audience
Day 1	111
Day 2	97

Committee Members

Supervisors

Christian Hansel
Coco Millenia

Secretary Treasurer

Muhammad Raffa Pratama
Margaret Hutahayan

Project Managers

Daniel Owen Gunawan
Kayleen Hoo

Event (Sports)

Harry Santoso Lie	(Coordinator)
I Made Ridho	(Futsal)
Michelle Haryono	(Basket)
Florent Tanzil	(Basket)
Benedict Haryono	(Badminton)
Daud Judah	(Badminton)
Sherina Suhartanji	(Badminton)

Event (Esports)

Melvorn Laurent	(Coordinator)
Gabriel Gunarso	(Coordinator)
Shizuka Mizoguchi	
Cathy Wiesan	

Logistics

Christopher Owen	(Coordinator)
Puspa Chandra	

	Steffani Siliwan Gerry Christian Ongko Jocelyn Michelle Alicia	
Sponsorship & Fundraising	Arnett Grady Kezia Melinda Aldrich Lado Buntioro Carlisa Regina Tiffany Sheryll Nirwana	(Coordinator) (Coordinator)
Marketing	Michelle Antonia Lie Nashira Fathania Latif Arif Budi Paramartha Kevin Girisamudra Wikanta	(Coordinator)
Creative	Tiara Puspa Amanda Aisyah Kirana Fardiansyah Nadira Forizal Made Ayu Gita Gayatri	(Coordinator)
Documentation	Vanessa Tjandra Chelline Graciella Soejono Eqi M Rikansa Nico Andiko	(Coordinator)
Volunteers	30	
TOTAL	69	

Event (Sports)

Job Description

- Rundown of the event
- Scheduling (competition tree)
- Create registration forms and contact participants
- Create rulebook
- PIC of the sport on the day

Strengths

- All matches in day-1 go as planned according to the *run-down*
- The enthusiasm and participation of all supporters and players exceed our own expectations
- Most participants gave a positive feedback to the event and even said that they had a lot of fun joining the event
- Quick adaptation on Day-2 to provide common First Aid Kit for injured players
- Positive feedback from volunteers
- Well maintained communication throughout the events
- Quota for Badminton Men's Double and Basketball Men is at full capacity (8 teams), while other categories have at least 50% quota filled (min. 4 team)
- Minimum 2 PIC for each sports

Weaknesses

- Sudden change of Event Sports Coord in the middle of event preparation
- Lack of delay estimation in rundown, especially for sports like basketball and futsal, where the timer stops when a foul or injury occur.
- The venue location is far from most participants and supporters living area and takes an hour to travel by public transport
- There were some arguments between in some basketball matches between players, including the coach
- Futsal referee was complaint by some participants because they often give fouls for no clear reason
- Equipment that comes from logistic teams takes a long time and we got feedback from a player saying that in a match, even 10 seconds is valuable.
- Lack of common first aid kit, especially in the first day
- Need a complete understanding of the rules for each sports category, especially basketball.

Opportunities

- Looking for a more strategic location for VIC Cup next year.
- Selling snacks or drinks in the audience area or at the entrance gate.
- Give an adequate amount of extra time for basketball, because basketball match time is clean time (excluding foul & injury delay times) and lots of injury and foul will happen during the match.
- Provide common equipment (mops, tissue, etc.) and first aid kit (Bandage, ice spray) for every sports branch.
- Look for volunteers and committees who are familiar with the sports that they handle to facilitate the smooth VIC Cup event.
- Perform a survey to other PPIA branches, what kind of sports that the students like
- Get an MC for basketball to hype the event

Threats

- There were complaints from participants regarding the location of the VIC Cup competitions which were too far away.
- Lack of interest from outside audience because they have to pay a \$2 entry fee to watch the competition.
- There are teams who are disappointed with VIC Cup because the committee is not helpful during injury, lack of equipment, takes a long time, etc. And even disrespect the name of VIC Cup and PPIA Vic to their friends circle.
- Additional expense for the venue due to lack of estimated delay and having to extend the court rental.

Event (E-Sports)

Job Description

- Rundown of the event
- Scheduling (competition tree)
- Create registration forms and contact participants
- Create rulebook
- PIC of the sport on the day

Logistics

Job Description

- Buy supplies (basketball etc)
- Buy medals, certificate of participation and certificate for staff
- Administration, registering participants on d day
- Arrange equipment for the venue on d day (chairs and tables)
- Storage house to store equipment
- Prepare food & drinks for the committee on d day

Strengths

- Buy supplies (basketball etc)
- All equipment is well prepared before the event
- All expenses are well within the allocated budget
- Effective communication using Zello
- Effective equipment transport method using tables
- Adaptation from Day 1's eval.
- Fast response, (e.g Providing committee list, volunteer list, decor list, expenses list, etc)
- Great overall teamwork in the division during preparation and execution

Weaknesses

- Difficulty with finding food vendors (No food for the committee)
- Coordination with Monash's medical team. Long waiting time.
- Miscommunications during execution, mostly on day 1 with much fewer miscommunications on day 2 (without much negative impact, luckily)
- Late on Day 2 due to public transport disruptions. Some roles (especially Registration) were affected.
- Reduce use of old equipments, and try to acquire new equipments (within allocated budget)
- Lack of committee members (Point 4 of opportunities)
- Tissue, cloth for water spill, minor medical equipment such as bandages, etc have to be taken into consideration for the equipment list

Opportunities

- More efficient work if distance between courts is shorter
- Own medical team/equipment for faster medical response
- Cheaper equipment if there are logistic members in Indonesia to bring the equipment to Melbourne
- More members / or split into more sub-teams (consumption) to make work more manageable

Threats

- Pay attention to changes in public transport schedules
- Volunteers canceling suddenly due to various reasons

Sponsorship & Fundraising

Job Description

- To raise money through sponsors and fundraising activities in accordance with the allocated initial budget
- To create required documents for partnership agreement which include event proposals, Memorandum of Understanding (MoU), and invoice
- To ensure the benefit and exposure for sponsors are allocated as mentioned in the MoU
- To carry out fundraising activities in the form of food pre-order
- To maintain a good relationship with the sponsors
- On Event Day:
 - In charge of the merchandise booth and merchandise sales
 - In charge of the distribution of the free goods and sample goods of Red

Bull and True Protein

- Post-Event:
 - Ensure all sponsor benefits have been fulfilled
 - Ensure good relations with the sponsors.

Strengths

- The success of our fundraising events in raising funds has allowed this event to run smoothly.
- Good communication between head division and officers.
- Succeed in getting consumption sponsorship that helps reduce the overall consumption costs for volunteers.

Weaknesses

- Lack of finance officers who can participate in the fundraising activities because some still remain in Indonesia.
- Numerous finance officers returned to Indonesia during the event as it was held during the holiday season (not a good date selection).
- The lack of success in getting monetary sponsors (most of the sponsors came in the form of goods) is caused by not maximizing the strategy for sponsor search.
- Not maximizing merch sales during the event.

Opportunities

- Other fundraising formats that do not involve food pre-order.
- Maximize merch sales.

Threats

- Lack of participants which has impacted our revenue from registration.
- There was a high level of competition due to the fact that numerous PO was also held by PPIA branches.
- Lack of sponsorship interest shown by Indonesian based companies.
- Gantt Chart for listing the sponsor updates
- To communicate the importance of being physically present during the event
- Better communication with the project manager, head division and executive team
- Focus on the sales of merchandise
- Better preparation in targeting monetary sponsorship
- Approach more sponsors directly instead of using email

Timeline

Date	Event	Description
15 February	First Division Meeting	<ul style="list-style-type: none"> - Job description of Finance - Task allocation between officers - Listing of potential sponsors to approach
16 February - 28 March	Event Proposal Planning and Completion	<ul style="list-style-type: none"> - Create proposal for sponsorship detailing event background - Decide on what to include in sponsorship package - Pricing decision for each package and individual benefits
11 March - 25 March	Fundraising Activity I	<p>Pre-order "Gorengan + Kopi 1L"</p> <ul style="list-style-type: none"> - Pre-order preparation on 24th March - Food Delivery on 25th March - Records a total profit of AUD 884
1 April - 1 June	Fortnightly Meeting with the team	<ul style="list-style-type: none"> - Sponsor list update
14 May	Fundraising Activity II	<p>Pre-order "Nasi Ayam Suwir"</p> <ul style="list-style-type: none"> - Records a total profit of AUD 320
18 May	The issuance of Kaki Lima MoU	<p>In-kind sponsor for the 'Silver' Package</p> <ul style="list-style-type: none"> - 50 free rice bowl and additional amount charged at \$6/pax to be provided in the sport event
	The issuance of True Protein MoU	<p>In-kind sponsor for the 'Silver' Package</p> <ul style="list-style-type: none"> - 500 protein bars to be distributed during the sport event

18 May - 30 May	Fundraising Activity III	Pre-order “Bakmi Ayam + Baso Goreng” <ul style="list-style-type: none"> - Pre-order preparation on 29th May - Food Delivery on 30th May - Records a total profit of AUD 1,344
23 June	The issuance of Red Bull MoU	In-kind sponsorship <ul style="list-style-type: none"> - Sampling of free Red Bull Mini of 200 cans during the sport event
24 June - 30 June	Fundraising Activity IV	Pre-order “Nasi Ayam Rica-Rica + Gorengan” <ul style="list-style-type: none"> - Pre-order preparation on 29th June - Food Delivery on 30th June - Records a total profit of AUD 463
29 June - 2 July	Victoria Cup	

Important Contacts

Company Name	Contact Name
True Protein	Ali Humphrey
Kaki Lima	Januar Suwanda
Red Bull	Matt Burgees

Marketing

Job Description

- Responsible for social media presence (IG story, feeds and DMs)
- Construct Instagram captions and social media campaigns
- Create marketing calendar
- Sounding
- Create an eating schedule for staff (give to Logistics team on 28 Jun)

- Post teaser and trailer

Strengths

- The ability to communicate and work well together accordingly as a team and across committee members.
- Being able to achieve the participants target number.
- Delivering new contents such as creating multiple sports-related reels (“pass the ball” video, testimony video, etc).
- Creating informative and educative campaign called “Hall of Fame which highlights the Indonesian National team’s achievements from different areas of sports including badminton, basketball, soccer and E-sports.
- Establishing and managing @viccup.au’s instagram.
- Gained more than 9k audience on Instagram.

Weaknesses

- Lack of sounding and exposure that focuses on E-sport. Since everyone have different interests, it is challenging to market some sports. In this case, E-sport is one of the sport that has the least interest compared to other sport.
- The lack of engagement and exploration with local sports communities decreases the chance of word of mouth promotion for Vic Cup.
- More campaign is needed to reach different audience and engagement. For example, creating an E-sport campaign, Badminton campaign.

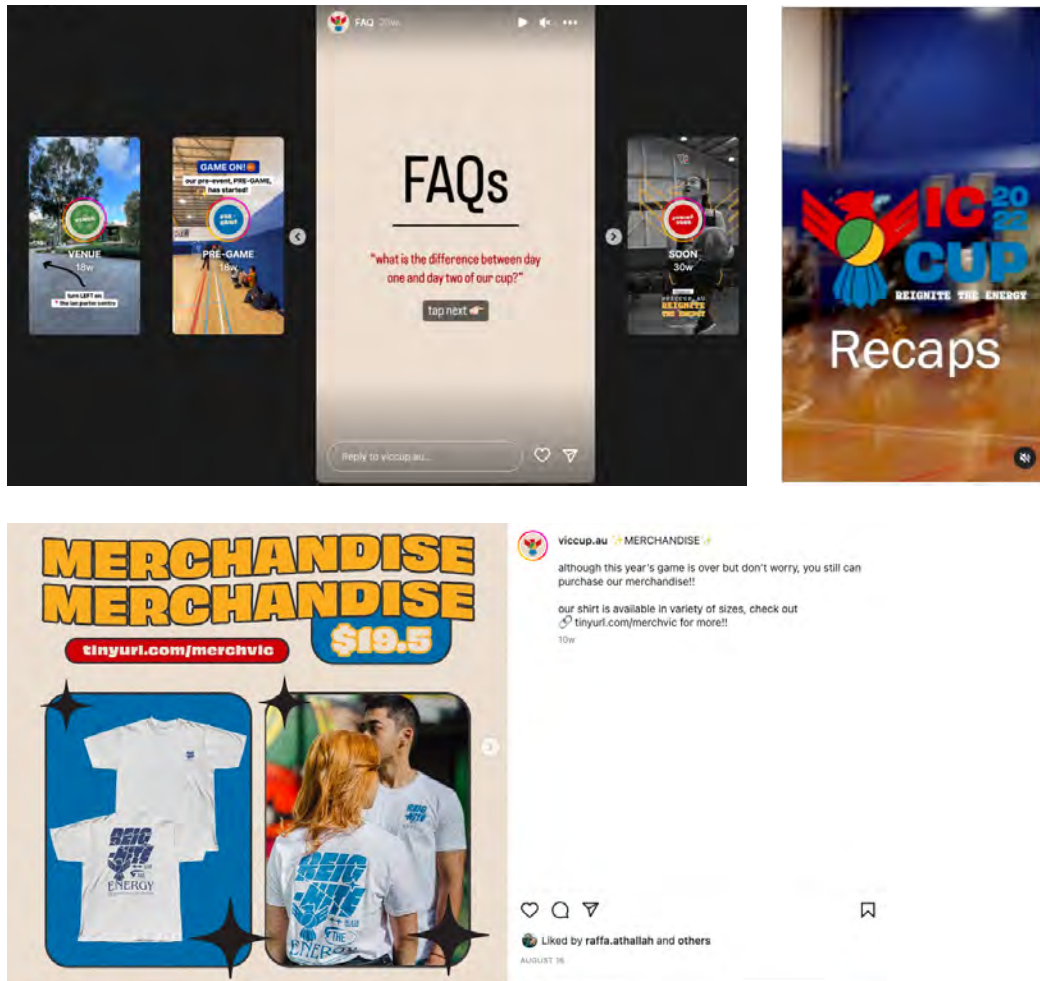
Opportunities

- Established platform and audience for the upcoming event.
- The increase of audience in joining and engaging with Vic Cup.
- All members had the chance to experience and learn effectively as roles are being assigned equally.
- Recruiting more volunteers means gaining more people to get to know more about Vic Cup.

Threats

- Lack of budget for promotional material such as ads/ budget for KOLs.
- Lack of demand for E-sport category, specifically Valorant.
- Time constraint for pre-event competitiveness — other ppia have similar events (mager rmit, social sports monash unimelb)

Supporting Documentation



Creative

Job Description

- Create a design concept of VIC cup 2022 (color palette, design style)
- Design proposal following this years theme
- Design content for social media

Strengths

- Consistency in design style though was done by multiple creative members with each having a different sense of design style
- Most designs are on schedule (unless contents were delayed or being revised)
- Feedbacks were well-received and designs were revised asap

- Awarding night's decor was well-planned/prepared well thus the installation on d-day was successfully done in a short amount of time
- Good communication with other divisions
- Design for certificates was done in a short amount of time

Weaknesses

- In the beginning, there was lacking communication with the marketing division hence there were IG post contents were delayed/reposted
- Quite uneven distribution of job description due to the lack of creative members (as other creative members each also has their own responsibility of other PPIA Victoria's events)
- Needed to regulate/reduce what to place for decoration due to limited budget (e.g. printing number of banners bc it's costly)
- Signage posters (maps) can be spread more throughout the venue
- Aware of the rundown/schedule to place and take out decorations

Opportunities

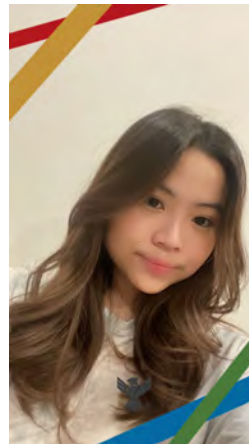
- Open recruitment for additional creative members can be considered so we can achieve an even distribution of job description The design style for Instagram posts was already shaped and hence can be a reference for next year's Vic Cup

Threats

- Preparation for decor needed to be done on the venue on the day of the event considering the venue's location that was quite far (preparing balloons, etc)
- It can be costly to print banner/paper posters

Supporting Documentation





Documentation

Job Description

- Rundown of the event
- Scheduling (competition tree)
- Create registration forms and contact participants
- Create rulebook
- PIC of the sport on the day

Strengths

- All schedules and slot time run smoothly per role as we had sufficient numbers of people inside the team to capture each sport effectively.
- Documented with high resolution as everyone had the access to utilize suitable cameras.
- Efficient switch of roles every match hence every match is documented.
- The process of the trailer production went smoothly and efficiently as we also documented the teaser together and the outcome of the trailer was good as we received positive feedback.
- The process and outcome of the teaser went well as we managed to shoot 4 different teasers according to each sport in just a couple of days and we also received positive feedback for it.
- The “How to get there” video was able to be taken and edited quickly and efficiently in a day and social media analytics were also desirable.

Weaknesses

- One of the memory card readers was broken hence it was a hassle trying to find a suitable card reader.

- It took a long time for the videos and photos to be uploaded as all the multimedia members had to go through the selection of the content and during that time, the next event was coming up real soon.
- The video recap took a long time as the multimedia members were occupied with the next event's agenda.
- There was not enough storage in the drive hence resulting in a complicated filing system.

Opportunities

- There would be a better filing system if one person is in charge one sport in comparison to one person handling all sports.

Threats

- As there was very limited time for the next event, the multimedia members were already occupied with different agendas and post-event production took a long time to be completed.

Financial Statement

Laporan Keuangan				
VICTORIA CUP 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
INCOME				
Fundraising:				
PO 1: Gorengan	\$884.89			
PO Pleno: Nasi Ayam Suwir	\$319.05			
PO 2: Bakmi Ayam	\$1,328.55			
PO 3: Nasi Ayam Rica Rica	\$463.70			
Merchandise	\$327.34			
Total Fundraising	\$3,323.53			
Sponsor:				
PPIA RMIT and PPIA Monash	\$150.00			
Monash University	\$1,530.00			
YNJ	\$477.00			
TANG Events	\$395.00			
Total Sponsor	\$2,552.00			
Entrance Fee (Audience)	\$418.00			
Registration Fee	\$2,665.00			
Total Income			\$8,958.53	
EXPENSE				
Venue		-\$2,800.00		
Equipment		-\$766.18		
Medals and trophies		-\$365.32		
Price pool		-\$3,125.00		
Referee		-\$1,094.00		
Marketing Materials		-\$131.79		
Total Expenses				-\$8,282.29
Profit/Loss			\$676.24	



Alun Alun 2022

Event Summary

Date	: Friday, 29th July 2022 Saturday, 30th July 2022 AEST
Time	: 16:00 - 22:00 PM
Location	: RMIT Alumni Courtyard
Tickets Sold	: Day 1 — 318 tickets Day 2 — 575 tickets OTS - 1,661 tickets Total - 2,554 tickets

Alun - Alun is a night market showcasing Indonesian culture to celebrate Indonesian heritage with food vendors, performance and cultural workshops. This year Alun-Alun is based on the theme 'Pesta Pora Pasar Malem' that is held on RMIT Alumni Courtyard. The two-day-night-market event consists of 18 performances from diverse Indonesian communities across Melbourne.

The list of the performances are as listed below:

Day 1

- Music Night by KJRI
- Temulawak Band
- Michelle Lay
- Gamelan Dananda
- Aneka Ria
- Jembatan Poetry Society
- Kecapi Suling Preston
- Sanggar Sang Penari
- The Jawa Pitu

Day 2

- Mojang Angklung
- Minang Saiyo
- Mugi Rahayu
- Widya Luvtari
- Orkes Jawi Waton Muni
- DOMAS Pencak Silat
- Nauli Dancer

The Crotz - Jazz Night
Diskoria

Alun-Alun also features 'Karaoke Night' that is an original proposed idea from within the committees with a purpose to attract Indonesians to feel nostalgic as the karaoke is using Indonesian iconic songs.

Name	Role
Coco Millenia	Project Supervisor
Christofer Iglesias	Project Manager
Aurellia Meidirama	Project Manager
Sansana Ruth	Head of Program Division
Irvan Louis	Head of Logistics Division
Quincy	Head of Finance Division
Keisha	Head of Finance Division
Chira	Head of Marketing Division
Chelline	Head of Documentation Division
Grisela Sendjojo	Head of Games Division
Aisyah Kirana	Head of Creative Division

Committee Members

Supervisors

Christian Hansel
Coco Millenia

Secretary Treasurer

Muhammad Raffa Pratama
Margaret Hutahayan

Project Managers

Aurellia Tsabitha Meidirama
Cristofer Iglesias Fortuin

Program

Sansana Ruth Putri (Coordinator)

Fidela Zahra Corrina Danrivanto
Tracy Natalia Liesuanto
Kayleigh Hafiza Putri Ardaneswari
Muhammad Raffi Dwitama
Marc Matthew Khorey
Vania Wikandha

Logistics

Irvan Louis (Coordinator)
Yovaldi
Reinette Beatrice
Jessemima Carmenia Sugiono
Mahran A. Sumarna
Felix Wilhanton
Rigel Dimitri Bijan Alhabsyi
William Tandridinata

Sponsorship & Fundraising

Keisha Kalisha (Coordinator)
Xaviera Quincy Jhon (Coordinator)
Amelia Cecil Poaler
Bryan Nathanael
Felita Christian
Karin Alisshia
Rafael Bunawan
Shelby Mintaro
Valencia Maryono

Marketing

Nashira Fathania (Coordinator)
Arif Budi Paramartha
Kevin Giri Samudra Wikanta
Michelle Antonia
Syaela Rahma

Creative

Aisyah Kirana (Coordinator)
Tiara Puspa Amanda
Nadira Feraintia Forizal
Made Ayu Gitagayatri
Rojwa Legiana Rachmiadi
Thuraia Kayla Erika
Najlaa Lathifah Wistiandono
Elizabeth Angelina P. Verel
Edvin Muhammad Rayhan

Documentation	Chelline Graciella Soejono Vanessa Tjandra Eqi Muhammad Rikansa Nico Andiko	(Coordinator)
Games	Grisela Sendjojo Steffani Siliwan Yulia Sharon Budiman	(Coordinator)
Cultural Day	Diane Hadibrata Daud Judah Bachtiar Clarissa Purnomo Merisa Indajang Aurelia Susanto	(Coordinator)
TOTAL	56	

Project Managers/Executive

Strengths

- Since it was an event with a mixed committee from other PPIA, many of those other PPIA committees got a chance to meet and work with committees from other PPIAs in Melbourne.
- Due to the eased COVID-19 restrictions by the state of Victoria, most communities were available to perform offline.
- The theme that was offered by this event is unique. In addition, with the performances that the Program division offered, this event was able to embrace Indonesian culture while also offering a nostalgic atmosphere for Indonesian students in Melbourne.
- During the event, every officer worked well together and handled inconveniences, making it easier for each officer to focus on their given tasks.
- The rundown was structured well, which allowed the officers and the performers to adapt and work well throughout the transitions.
- Executives of PPIA VIC and Alun Alun project managers largely participated throughout our meetings, which gave an opportunity for officers to interact with them firsthand.
- The rundown was on time, allowing all of the officers to stick with their tasks.
- Equipment needed on the d-day was installed on time without any significant problems.
- The event's decoration was well-planned/prepared well, thus the installation on d-day was successfully done in a short amount of time.

Weaknesses

- Some members from a couple of divisions left the project due to inactiveness
- The unanticipated power failure in the stage area is due to a lack of power sources
- Limited time and space available in the backstage area, causing larger communities to face difficulties in preparing for their performances. This can be due to:
 - Communities arriving earlier than expected and they need to use the backstage
 - Communities taking a long time wrapping up their belongings.
- Lack of security around the backstage area as several non-relating personnel were nearby.
- Not everyone had Walkie-Talkie, so it was difficult to some extent to communicate with other divisions
- Not properly checking the stage equipments at the end of each day

Opportunities

- The person in charge of the backstage should be able to help the communities with their preparations regarding costumes and makeup.
- Thorough background check on communities before selecting to perform.
- Better planning of rundown, and performance wise to better take account the mood flow of the crowd.
- Proper check of the power and water supply from the venue to ensure the event runs smoothly.
- Preparation, such as items hire, purchase, layout making can be done sooner to avoid hecticness closer to the event.

Threats

- Environmental conditions were an unforeseen circumstance, particularly for the projector, as it wasn't clear enough during the start of the event.
- Communities decided not to perform after signing the MoU
- Extreme weather conditions would obstruct the hired items.
- Unforeseen traffic can affect the punctuality of picking up and dropping off items.

Logistics

Strengths

- Logistics division communicated well throughout the whole process of the event using two way radio, which made it easier whenever there were any issues.
- Equipment needed on the d-day was installed on time without any significant problems.
- Each officer handled their respective tasks very well and reacted very quickly when needed.
- Schedule for picking up and dropping off hired items runs smoothly.
- Maintained a good relationship with the equipment vendors.
- Executives of PPIA VIC and Alun Alun project managers largely participated throughout our meetings, which gave an opportunity for officers to interact with them firsthand.
- Unanticipated power shortage during day 1 of the event can be solved during the next day.

Weaknesses

- Two members were unresponsive since the first meeting, hence we assume they quit.
- One of the items we hired was broken due to extreme wind and a replacement fee was charged.
- Insufficient lighting in the booth area.
- Lack of job description clarity for each of the officers and volunteers.
- Not enough committee members are able to drive for picking up hired items, which requires the coordinator to step in.
- Coordinator was unable to control the venue due to the need for driving and picking up items.
- The unanticipated power failure in the stage area is due to a lack of power sources.
- Not enough committee available during cleaning up and loading out items.

Opportunities

- More officers can improve the effectiveness of picking up and dropping off items, also for installing the equipment.
- Fixed item lists for each division could be due sooner, to avoid the need of committees to buy the items during d-day.
- Preparation, such as items hire, purchase, layout making can be done sooner to avoid hecticness closer to the event.
- More frequent meetings can be conducted to get a better understanding of the event updates, procedures, and plan.

Threats

- Extreme weather conditions would obstruct the hired items.
- Unforeseen traffic can affect the punctuality of picking up and dropping off items.
- Unexpected power deficiency.

Program

Strengths

- Program division communicated well throughout the whole process of the event (using HT), which made it easier whenever there were any issues.
- Program division meetings were short, descriptive, and efficient, which allowed the officers to grasp the information without defocusing on our respective schedules.
- We were able to create engaging events that ended up successful, like Karaoke Night and Jazz and Pop Night, while also incorporating the theme related to the event.
- Since it was an event with a mixed committee from other PPIA, many of those other PPIA committees got a chance to meet and work with committees from other PPIAs in Melbourne.
- Due to the eased COVID-19 restrictions by the state of Victoria, most communities were available to perform offline.
- The theme that was offered by this event is unique. In addition, with the performances that the Program division offered, this event was able to embrace Indonesian culture while also offering a nostalgic atmosphere for Indonesian students in Melbourne.
- During the event, every officer worked well together and handled inconveniences, making it easier for each officer to focus on their given tasks.
- The rundown was structured well, which allowed the officers and the performers to adapt and work well throughout the transitions.
- Each officer handled their respective tasks very well.
- Executives of PPIA VIC and Alun Alun project managers largely participated throughout our meetings, which gave an opportunity for officers to interact with them firsthand.
- The Program division teamwork and bonding was extraordinary.
- Many of our officers were able to meet offline and bonded together.
- The stage manager, Raffi, that was assigned to the side of the stage, was able to communicate with Sansana, the FOH manager because both tents were located near to each other.
- The rundown was on time, allowing all of the officers to stick with their tasks.
- Liaison Officers was very quick to react in any situation.
- Liaison Officers were eager to help each other with their tasks.

- Liaison Officers were able to maintain a good relationship with the respective communities.
- Sansana Ruth was very attentive and considerate to her officers.
- Weekly meetings were held consistently every week.
- Program officers were quick to take action during the unanticipated power shortage during day 1 of the event.
- The transition between communities was much more efficient as the stage being divided into two areas.

Weaknesses

- One member left the project due to his personal circumstances.
- There is a need to add liaison officers during the d-day as there were a lot of communities to handle.
- The unanticipated power failure in the stage area is due to a lack of power sources which pushed back our rundown for almost one hour.
- Limited time and space available in the backstage area, causing larger communities to face difficulties in preparing for their performances. This can be due to:
 - Communities arriving earlier than expected and they need to use the backstage
 - Communities taking a long time wrapping up their belongings.
- Lack of communication devices between divisions caused temporary delays in relaying information regarding communities.
- Lack of security around the backstage area as several non-relating personnel were nearby.
- Not all LO had Walkie-Talkie, so it is kind of hard to communicate with the ones who did not have Walkie-Talkies.
- MoU of communities was sent away quite late.
- Fixed rundown was made at the very last minute. Hence, other divisions that relied on the fixed rundown were not able to readily communicate the fixed rundown to the public.
- Communication between the Stage Manager and MC's when interacting with the crowd was hard (need help from FOH manager and Liaisons Officer).
- Not properly checking the stage equipments at the end of each day

Opportunities

- Fixed rundown could be arranged sooner.
- The person in charge of the backstage should be able to help the communities with their preparations regarding costumes and makeup.
- Thorough background check on communities before selecting to perform.

- Better planning of rundown, and performance wise to better take account the mood flow of the crowd.
- Proper check of the power and water supply from the venue to ensure the event runs smoothly.
- MC should be encouraged to be more lively and energetic
- The FOH could be positioned better so that the FOH PIC can observe the stage better

Threats

- Environmental conditions were an unforeseen circumstance, particularly for the projector, as it wasn't clear enough during the start of the event.
- The FOH was controlled by people that are not supposed to be there
- Communities decided not to perform after signing the MoU
- MC did not stay in one place, thus we had pour some manpower to find them
- Performers wanting to perform more than their given time (might be due to audience request)

Finance

Strengths

- All budgeting targets were achieved through assistance from sponsors and several fundraising activities
- Members help one another if one of us is absent; every member's initiative to seek out sponsors and vendors within a limited time window
- Members help each other to create the sponsor and vendor proposal
- Members actively seek out vendors; successfully contacted all Indonesian restaurants in Melbourne
- Boosted ticket sales and more exposure to Alun Alun through members' social media posts
- Gained sponsors through referrals from Sponsorship and Fundraising team members
- Flexibility in price negotiations for sponsorship and vendor packages
- Members willingly take initiative if an issue suddenly arises (*Doodle voucher* - completed by members)
- The hard work of every member to get sponsors and vendors, as well as clear division of tasks during the event
- Lots of profit from drinking water sales
- All members present during D-day, helps according to their duties

Weaknesses

- Delayed open recruitment which resulted in limited time to find vendors
- The online database is not updated frequently by members
- An error occurred during the distribution of consumption for the performers
- Miscommunication regarding the water supply between vendors and members
- Vendor does not comply to the MoU (example: Kaki Lima sold Teh Kotak)
- Lack of anticipation for stocks which resulted in foods being sold out before the event finishes
- Lack of communication towards vendor when a *blackout* occurred
- When the event is over, some banners are left behind
- Lack of exposure of the stuff sold at PPIA VIC
- The succession of Plan B in regards of approaching vendors is delayed
- Lack of research regarding the market price for vendors resulting in negotiations from the written price in the proposal
- The proposal is not finalized quickly
- Email is not catered to other asian restaurants
- Email did not mention the *guest star* (Diskoria)
- The location of the vendors in the map is not placed properly (too much food vendors on one side)
- The members' tight schedule resulted in their commitment

Opportunities

- Assistance from the Indonesian Consulate General in preparing a list of Indonesian restaurants in Victoria.
- Assistance from PPIA Victoria executives and the Alun Alun Project Manager in a series of event preparations.
- Sounding merchandise and photobooth are sold at PPIA Vic's tent.
- Unplanned sale of glow sticks.
- Cooperation with PPIA RMIT for the implementation site, so that costs can be minimized.
- The time of the event corresponds to the new school year at universities around Melbourne.

Threats

- The vendors' tent lights are not bright enough, so there are complaints.

- Strong winds and uncontrollable weather caused the tents and banners to be damaged on the second day of the event.
- Power outages and no anticipated or additional generators.
- Food sales permits are rarely owned by vendors, with a relatively long application duration.
- The seller's EFTPOS did not work, so customers had to pay manually.
- Vendor cancellation.
- Photobooth ticket sales were not optimal as they were not promoted.
- Members who leave after being recruited.

Games

Strengths

- Successfully introduced multiple Indonesian games to the masses (visitors)
- Game division meetings were concise and efficient with clear instructions on what to do
- Craft/create the equipment needed for the games
- Used recycled bottles and cans for the games

Weaknesses

- At the start, some of the game division's committees were not being cooperative
- Slow to no responses from said committees
- People were quitting the division without prior notice, piling their work into others
- Due to unforeseen circumstances, the head of the division had to coordinate the event from Indonesia
- The tassel background for the photo booth often gets tangled due to the wind
- As it gets darker, the lighting given was not enough to lit up the whole game area

Opportunities

- Collaboration with Indonesian brands to provide merchandises/gifts after visitors attempt the games
- Offer more variety of games or different games for days 1 & 2 so that repeat visitors aren't bored
- The head division should be able to interview potential officers to avoid the first three weaknesses mentioned above

Threats

- Rain and strong wind disrupted the event
- Since it was an open area, some of the equipment for the games (i.e. bola bekel) ended up missing.
- Committees choosing not to participate/quit really hinders the division's work progress

Creative

Strengths

- Most designs are on schedule (unless contents were delayed or being revised).
- Feedbacks were well-received and designs were being revised as soon as possible.
- The event's decoration was well-planned/prepared well, thus the installation on d-day was successfully done in a short amount of time.
- Design for ID card and other printed material are aligned with AlunAlun's social media visual concept.
- D-day decoration are aligned with AlunAlun's social media visual concept.
- D-day decorations are durable until the event is over.
- Communication between each member of the group are well executed.

Weaknesses

- Lack of consistency in design style by some creative members because each has a different sense of design style.
- In the beginning, there was lacking communication with the marketing division hence there were IG post contents were delayed/reposted
- Quite uneven distribution of job description due to the lack of creative members (as other creative members each also has their own responsibility of other ppiavic's events)
- Needed to regulate/reduce what to place for decoration due to limited budget (e.g. printing number of banners, wooden material, tools, etc)

Opportunities

- Open recruitment for additional creative members can be considered so we can achieve an even distribution of job description.
- The official logo and design style for Instagram posts was already shaped hence can be a reference for next year's AlunAlun.

Threats

- Lack of briefing on the schedule and technical entry and exit of food trucks that require the main gate decor to be removed and installed.
- Unfavourable weather to prepare d-day decorations

Marketing

Strengths

- Have a precise rollout schedule that establishes the main content for the entire event.
- Every committee is dedicated to the event the entire time.
- Increase engagement using TikTok, Facebook, and Instagram
- Successfully achieved daily ticket sales goal of 1000
- Collaborate with the multimedia and creative division to make a successful trailer and instagram posts which significantly increases Alun-Alun's social media engagement.

Weaknesses

- All marketing's committees are also part of other PPIA events. Hence the focus are disperse
- New instagram account which leads to low engagement
- Ambiguous defined role of each member, and some tasks are not distributed fairly
- Several volunteer's for ticketing were not committed to their work, which overwhelmed the marketing team as we had to handle the ticketing for the whole event.

Opportunities

- Utilize more tools in instagram and other social media platforms
- Make more interactive content
- Collaborate with other division to make more interactive contents

Threats

- Tight schedule which potentially missed some schedule to post
- Insufficient member of marketing team
- Alun Alun and VIC CUP's schedules were too close to each other

Documentation

Strengths

- Organized schedule made during the process of preparing the event.
- On the day the roaster goes according to schedule and gets lots of good photos and video shoots from various angles while maintaining the documentation division to be able to enjoy the event.
- The submission of photos and videos of the event was on time.
- The team can communicate and work well together to produce photos and videos for pre-event and post-event.

- The concept and the results of the video trailer get a lot of compliments.

Weaknesses

- The submission of karaoke video and trailer is a little behind schedule.
- Some videos aren't necessary for the multimedia team to create since it was not fully shown during the main event (only a few karaoke videos are played and the rest are played through Spotify, as it is more flexible in terms of accepting requests for songs from the audience. 10 minutes video for the opening was not very effective either as the event starts in the afternoon when the LCD projector was not really visible).
- There are some sponsors who missed not being documented on the day.

Opportunities

- It will be more efficient if we have transport to go to the venue if shooting at the performance venue is required.
- Further, encourage all committees to share the trailer and all the other promotional videos/posters so the purpose of making promotional media is achieved optimally.
- Increase communication with the program division regarding their needs.
- Re-evaluating the content the multimedia team needs to create.

Threats

- During the shooting process of the compiled video, the location for each performer was far hence the time needed to travel could be hard especially when we have limited time to get the video completed and edited.
- Tight schedule due to two events running in the same time frame.

Recommendations

For future events,

- budgeting should be done in the earlier stage as possible
- Allocating more time to find sponsors
- Secure venue as soon as possible (if possible even before the 1st pleno meeting)
- Create more engaging marketing campaign

- If the event is held during wintertime, it is best for the event to be held in a closed space or semi-indoor location to avoid disruption and also for the comfort of both officers and visitors
 - Or provide more heaters in the area
- It is important for the committee members to stay committed throughout the preparation until the day of the event.

Financial Statement

Laporan Keuangan				
Alun-Alun x Cultural Day 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
INCOME				
Fundraising:				
PO 1: Nasi Kuning	\$597.50			
PO 2: Batagor	\$740.00			
PO 3: Jajanan Pasar	\$472.87			
Merchandise	\$0.28			
Mineral Water	\$1,161.00			
Total Fundraising	\$2,971.65			
Sponsor:				
Monash University	\$2,465.00			
YNJ	\$1,195.00			
Indofood	\$2,500.00			
University of Melbourne	\$2,050.00			
Herb Feith	\$400.00			
BNI	\$4,985.00			
Total Sponsor	\$13,595.00			
Booth	\$5,175.00			
Photobooth Ticket	\$1,072.00			
Ticketing	\$10,174.63			
Total Income			\$32,988.28	
EXPENSE				
Photobooth		-\$852.00		
Guest Star (Diskoria)		-\$4,009.35		
Stage and Lighting		-\$11,500.00		
Equipment Hire (Bean Bag, Projector, Heater, Table, Radiant Heater, Heater indoor)		-\$1,743.00		
Walkie Talkie		-\$530.00		
Portable Toilet		-\$643.50		
Security		-\$1,558.30		
Marquee etc		-\$953.97		
Program (Rundown)		-\$78.67		
Transportation		-\$471.05		
First Aid Kit		-\$165.52		
Mineral Water		-\$336.00		
Changing room		-\$236.78		
Genset		-\$307.00		
Other Equipment		-\$55.08		
Games Equipment		-\$26.42		
Cultural Day Workshop		-\$119.35		
Decoration		-\$809.65		
Pre-event		-\$74.72		
Consumption		-\$1,983.33		
Venue		-\$225.00		
Total Expenses				-\$26,678.69
Profit/Loss			\$6,309.59	



Temu Lawak 2022: Mulang Ka Asal

Event Summary

Date/Time	: Saturday, 24 September 2022
Venue	: National Theater (St. Kilda) 20 Carlisle St, St Kilda VIC 3182
Time	: 14.15 - 18.00 PM AEST
Ticket Price	: Early Bird - Special Perm / VIP \$31 Early Bird - Basic Cut / GA \$27.5 Normal - Special Perm / VIP \$36.50 Normal - Basic Cut / GA \$32 Normal - Group of 5 \$22.48

Objectives

1. Celebrating Indonesia's 77th independence day by bringing back Temu Lawak original theater musical live productions.
2. Celebrating Indonesia's independence through educational, creative, and cheerful work.
3. Strengthening the relationship between Indonesian students of young Indonesian descent in Melbourne.
4. To deliver a message to Indonesian students to regard their own nation, aspirations and purpose in contributing to Indonesia's growing capability as a country.

Temu Lawak is a vessel, medium, and channel for Indonesian students to express their passion for performing arts. After two years of living in isolation, we are reviving the musical production as we celebrate Indonesia's Independence. This comedy-themed musical drama aims to gather the young Indonesian generation and remind them of their heritage through personal reflection. With this in mind, Temu Lawak incorporated dances and music for the enjoyment of its audiences. This year, Temu Lawak is back performing on stage with a theme of self-discovery and finding your purpose

Background

We commemorate the Independence Day of the Republic of Indonesia annually on the 17th of August. As Indonesians, we are obliged to carry the spirit of Independence that is the result of our nation's hard work and struggles. Indonesia's very first President once said, "Nationalism cannot flower if it does not grow in the garden of

Internationalism" (Soekarno). Rather than being interpreted as a negative manner, nationalism is described as something that is not exclusive to one country but is shared among other countries. Independence Day is the moment to remind all of us that the spirit of nationalism is not focusing only on our country but it is actually a way to show our unity and quality to the world. On behalf of PPIA Victoria, we proudly present Temu Lawak 2022. We will bring a comedy-themed musical drama.

Audiences

Approximately 450 patrons attended the Temu Lawak 2022 event. Patrons included representatives from the Consulate General of the Republic of Indonesia (KJRI), representatives from PPIA branches and sub-branches, media partners, sponsors, and Indonesian and Australian people in Melbourne, Victoria.

Committee Members

Supervisors

Christian Hansel
Coco Millenia
Mikha Taniel
Raffa Pratama
Margaret Hutahayan

Project Manager (Planning)

Aretha Sheridan Santosa

Program Division

Carren Djojodiredjo (Coordinator)
Ovia Rizky Yulianto
Edmund Liman
Michelle Margo Marbella
Lourenca Tanuwijaya
Fathya Estri Ufaira

Sponsorship

Evelyn Lie (Coordinator)
Clarita Yolanda (Coordinator)
Kwik Kayla Amarissa
Samuel Pratama Budiman
Viorensa Scolastika
Janette Vanessa
Olivia Meliatriona Yusiani
Kevin Marcelino
Grace Nathalie

Design	Nico Andiko	(Supervisor)
	Oza Rachmiadi	(Coordinator)
	Clarissa Rahardjo	
	Edvin Rayhan	
Documentation	Nico Andiko	(Supervisor)
	Renata Kay Hartanto	(Coordinator)
	Owen Liman	
	Ira Mulyani	
Marketing	Irene Clarencia	(Coordinator)
	Jelita Maryam Riharso	
	Michelle Kiara Boediman	
	Jessica Wljaya	
	Reinette Beatrice Tanur	
	Padmo Widyaseno	
	Winston Haryono	
Logistics	Daffa Prasanda	(Coordinator)
	Jonathan Chandra	
	Louisa	
	Alicia Oktaviana Halim	
	Priyanka Laxmi Mahadewi	
	Kemas Zaky	
	I Wayan Wahyu Amertayoga	
Project Manager (Production)	Carissa Putri Muhamartha	
Director	Anindha Priyono	
Choreographers	Sabrina Sagala	
	Julietta Trcy	
Music	Maseta Pratama	(Director)
	Gandhi Manohara	(Co-Director)
	Nico Purnomo	
	Raynaldo Ali	
	Damara Aditya Suwandi	
Scriptwriter/Songwriter	Jessica Claudia	
	Xaviera Quincy Jhon	

Set & Decoration	Neysa Gabrela Tedja	(Coordinator)
	Joan Budiono	
	Tiara Puspa Amanda	
	Lady Vani Sinaga	
Makeup Artist/Stylist	Irene Clarencia	(Coordinator)
	Diane Hadibrata	
	Michelle Antonia Lie	
	Mandy Edelaine	
	Naomi Yusuf Syairendra	
	Sabrina Sagala	
	Tiffany Sheryll Nirwana	
	Valencia Sydney	
Casts	Kayleigh Hafiza Putri Ardaneswari	
	Arnett Grady	
	Michelle Ignacia Lay	
	Eqi Rikansa	
	Jessica Quan	
	Namira Zahra Humaira	
Ensembles	Aryunita Sekarputri	
	Marc Khorey	
	Nicholas Axel	
	Priscilla Praviedyanti Poernomo	
	Terence Sammeldy	
	Amanda Bidadary Trisa	(Choir)
	Fidela Zahra Corrina	(Choir)
	Irene Kinara Delyasoka	(Choir)
	Rhena Theresia Audrey	(Choir)
	Jocelyn Michelle Alicia	(Dancer)
	Kirana Anjani Ariella Lugijana	(Dancer)
	Nadia Primaningtyas	(Dancer)
	Priscilla Kimberly	(Dancer)
	William Tandridinata	(Dancer)
TOTAL	83	

Job Description (Planning)

Program

- Develop the concept of the event as interesting and detailed as possible.
- Make rundown preparation and implementation of D-day.

Sponsorship & Fundraising

- Find the funds needed for the implementation of the event by making a contract with the sponsor.
- Build good relationships with sponsors.
- Create documents related to sponsorship agreements (MoUs, Invoices, etc.).
- Seek fundraising ideas if needed.
- Looking for food sponsors in Melbourne for artist and committee consumption.

Creative

- Collaborate with the Program and Marketing & Ticketing divisions to create a marketing material concept.
- Responsible for making video teasers coordinated with the Digital Media & Documentation and Marketing divisions.

Marketing

- Make a marketing plan to spread the event up to D-Day.
- Distribute marketing materials digitally, physically, and verbally.
- Updating the event's social media and arranging a schedule for distributing marketing materials by the committee.
- Spread invitations to PPIA branches.
- Coordinate with the Sponsorship division to arrange the tickets required by the sponsor.
- Responsible for organizing and recording ticket purchases in detail and accurately.
- Looking for media partners needed to disseminate information related to the event (before and after the event).
- Build good relationships with media partners.
- Create articles (press releases) needed for media partners.

Documentation

- Responsible for making video teasers in coordination with the Creative and Marketing divisions.
- Create multimedia slides related to the needs of the Program and Sponsorship.

- Make documentation during the process of preparation and implementation of the event (photos and videos).

Logistics

- Organize the search for equipment and supplies needed for events.
- Arrange transportation and pick-up of goods related to the event.
- Prepare data on equipment and supplies needed by each division in detail.
- Implement safety and health procedures before and during the event.

Job Description (Production)

Director

- Ensuring the wellbeing of the casts by providing emotional support <3
- Working with actors and actress in adapting the script into a play
- Managing schedules for talents for rehearsals
- Cooperating and helping other production divisions: Scriptwriters, Set & Decoration, Stylist & MUA, Choreographer, and Music to ensure the coherence of the production team.
- Responsible for the casting process and the allocation of each talent to the characters.

Choreographer

- Creating choreography for *Mulang Ka Asal*
- Arrange rehearsal schedules for cast and dancers.
- Work closely with the Director, Scriptwriter and Music Director to execute the choreo flow and position.
- Train the actors and dancers to the maximum until the D-day.

Music

- Create and composes original songs for the musical drama Temu Lawak 2022: *Mulang Ka Origin*.
- Responsible for training talent every week until D-day.
- Coordinate with director, scriptwriter and choreographer during band practice, talent and song creation process.
- Featuring a live band in a musical on the D day.

Scriptwriters

- Develop storyline, write synopsis, script, and character background for Temu Lawak 2022: *Mulang Ka Asal*.

- Act as co-director and enabled the script to live up to its visual representations.
- Work with the Director, Choreographer, and Music Director to execute the scripts.

Set & Decoration

- In charge of decorating the musical drama *Temu Lawak 2022: Mulang Ka Asal*
- Responsible for the props required by the musical drama, both in the context of rehearsals and D-day
- Work with the Director, Scriptwriter, and Logistic division to align the props and decor on the stage according to the script and the Director's vision
- Set a budget and find vendors to buy or borrow stage decoration items
- Set a schedule for making stage decorations
- Make a list of props needed for a musical drama
- Set the entry and exit properties in every black out
- Set a budget and find vendors to buy or borrow properties

Make Up Artist/Stylist

- Coordinate with the Director and choreographer in preparing costumes for the musical *Mulang Ka Asal*
- Customize talent costumes according to the characters and themes in each scene.
- Buy, make or borrow costumes for talent by adjusting the existing budget.
- Create a costume change flow
- Engaged in dressed rehearsals
- Responsible for makeup and hairdo talent
- Coordinate with director, choreographer and stylist in determining makeup talent
- Engaged in dressed rehearsals
- Find and buy the required makeup and hairdo equipment according to your budget
- Carried out makeup and hairdo tests before the H

Program

Strengths

- The task was accomplished with a few minor errors. Among them: Rundown, Crowd Flow and others.
- All program members are relatively fast in doing their respective tasks and achieve satisfactory results.
- Communication between divisions that goes well and can be easily realized with the help of the Project Manager
- The involvement of every member of the division on the D day was very satisfying and all members who often helped do things that were not in the job description of each member.
- Crowd flow that runs smoothly.

Weaknesses

- Several meetings were considered in vain due to some unrealized event content.
- Some division members are less responsive
- Photo Booth at the beginning of the event which was less effective because the Open Foyer was only 30 minutes, so many people went straight to the theatre.

Opportunities

- Division members who can be closer if the open recruitment is faster.
- Open Foyer and Theater can be done for more than 30 minutes so that the queue of visitors is not long until the Town Hall. But it's better to wait less than 1 hour so that visitors who have entered the theater don't wait too long.
- The Program Division should be able to help find sponsors in the early weeks, because if there is no adequate funding, whatever is discussed will be useless.
- Every initial meeting should discuss Aggressive, Normal and Pessimistic plans so that they can fit the budget.
- More communication with the production team

Threat

- There are no volunteers who want to be MC.
- Winter vacation
- There are other events attached

Sponsorship & Fundraising

Strengths

- All budgeting targets were achieved through assistance from sponsors and several fundraising activities
- Members help one another if one of us is absent; every member's initiative to seek out sponsors and vendors within a limited time window
- Members help each other to create the sponsor and vendor proposal
- Members actively seek out vendors; successfully contacted all Indonesian restaurants in Melbourne
- Boosted ticket sales and more exposure to Temulawak through members' social media posts
- Gained sponsors through referrals from Production team members
- Flexibility in price negotiations for sponsorship and vendor packages
- The hard work of every member to get sponsors and vendors, as well as clear division of tasks during the event
- All members present during D-day, helps according to their duties

Weaknesses

- The online database is not updated frequently by members
- Lack of Time so pre-event had to be cancelled.
- Lack of exposure of the stuff sold at PPIA VIC
- The proposal is not finalized quickly
- Late response when sponsors reach out
- Email is not catered to other asian restaurants
- The members' tight schedule resulted in their commitment and some members had to leave due to unforeseen circumstances
- Lack of discussion due to the meeting occurring only in breakout rooms
- Lack of participation from members during Zoom Meetings

Opportunities

- Assistance from PPIA Victoria executives and the Temulawak Project Manager in a series of event preparations.
- Assistance from the Indonesian Consulate General in providing space for Production Team to practice almost every week.
- Sounding merchandise and photobooth are sold at PPIA Vic's booth.
- The time of the event corresponds to Term break.

Threats

- Photobooth ticket sales were not optimal as they were not promoted.
- Members who leave after being recruited.
- One sponsor booth was not used due to forgetting to remind sponsor to attend

Head of Division Evaluation

- Team members must have initiative, be responsive, and committed to solving problems.
- There must be clear communication between the project manager, division head, and the executive team.
- Clear contingency plans or costs to minimize unexpected losses or expenses.
- Emphasis on every officer to continue to monitor the vendor or sponsor for which they are responsible, especially after the event is over.
- Creating conducive and effective meetings, as well as meetings that strengthen personal bonds between members.
- Guide members and pay attention if members experience difficulties.
- Can provide criticism and suggestions to members during the event preparation period, so that members can learn.

Recommendation

- More exposure to what is sold at the PPIA VIC kiosk, can be promoted by the MC between shows.
- Full commitment by the division head for the Temulawak event.

Marketing

Strengths

- Increased awareness of Temu Lawak through active engagement in both online and offline platforms.
- Formulated creative marketing campaigns through Instagram reels and post which incorporates Temu Lawak plot and key messages.
- Achieved high number of views and interactions through Instagram reels.
- Recruited passionate and hardworking officers.
- The good collaboration with cast & crew, as well as cast & crew provided high quality materials to use for marketing channels

- Good planning for the day of the event resulting in organised campaigns and timeline
- High committee engagement with content resulting in committee's frequently reposting content on their personal stories

Weakness

- Lack of creative direction in the beginning which resulted in many inconsistencies.
- Lack of communication with the creative team
- Lots of competition as there are a lot of events happening around the same time targeting the same audience which resulted in some tickets unsold.
- Late in finalizing media partners due to lack of supervision.
- Not focusing on fundraising activities resulting in untapped potential for creating more profit
- Lack of planning for sponsorship post resulting in posts packed at the end

Opportunities

- Work together with non-student Indonesian organizations in Melbourne to reach a different target audience than other events.
- Utilize TikTok as a growing social media platform.
- More collaboration with other divisions.
- Create more attractive ticket bundles to increase ticket sales.
- Formulate more creative campaigns to increase awareness and drive conversion.

Threats

- The date of the event has to be considered if there are other events happening at the same time
- Solely focusing on Instagram might not be the best strategy if Temu Lawak wants to tap into older audience, Facebook or other platforms can be better
- Other promotional strategies might need proper licensing and regulations

Documentation

Strengths

- Communication between division members and the Project manager went smoothly.
- All video contents explore different themes and approaches but remain cohesive with one another.
- All photos and videos were planned, captured, edited, and done professionally.

- There were no problems with the use of cameras during the event.

Weakness

- Deadlines are often missed.
- The distribution of tasks is not evenly distributed.
- Lack of division members who master video editing softwares, reducing division productivity in the video editing stage.
- Lack of members' involvement during some brainstorming and post-production process.
- Problem with audio recording during the event.

Opportunities

- Stronger communication with marketing division to collaborate on creating a stronger image of "Temu Lawak".

Threats

- Failed to meet the deadline if there is no member that can finish the editing stage.
- Other division members depend only on one person's skills.
- Valuables such as lenses and other equipment are placed in an unlocked room.
- Camera turning off during the show due to inadequate battery capacity.

Director

Strengths

- Carried out a consistent number of rehearsal every week (2-3x a week)
- Develop a strong bond within the casts
- Develop a strong bond with the other head divisions that lead to a good cooperation in the making of the play
- Adapting script creatively

Weaknesses

- Time management
- Minimum experience

Opportunities

- Making sure of casts' schedule
- Mencari tempat latihan yang mau sponsor dengan memberikan in-kind benefit.

- Menjadwalkan latihan dari jauh-jauh hari sehingga Casts bisa mengatur jadwalnya.

Threats

- University and class schedule
- Schedule clashes and unavailability within the casts and the other divisions
- Rehearsal space isn't as accurate as the real stage
- Minimum source of talents

Choreographers

Strengths

- All dances are completed to the maximum within the specified timeframe.
- The choreography shown is in accordance with the vision of the director and scriptwriter.
- The dances taught are in accordance with the capabilities and expectations of the parties related to musical dramas.
- Teaches choreography safely so as to avoid any form of physical injury from the performers and dancers.

Weaknesses

- Communication between the music director and the director to align the vision from the beginning of the rehearsal.
- Time to teach the cast and dancers is lacking, so external classes outside of the schedule are needed.
- Can further facilitate the development of cooperation and brotherly relations between actors and dancers.

Opportunities

- Collaborate with music directors and directors to adjust work times.
- Embracing more types of traditional and contemporary dances.

Threats

- Each *talents* have a job outside of Temu Lawak, so the time available to rehearsal is limited.

Music

Strengths

- Great chemistry in the band built within a limited time frame
- The band's ability in digesting the songs provided by music director to perform them live
- Ongoing bonding and connections
- Knowledge in music production, allows the division to create accurate demos of the musical numbers

Weaknesses

- Lack of free rehearsal space
- Changes in band formation approaching d-day
- Band members' availabilities
- Collaborations with choreographers, director, and scriptwriters not as optimum as wished

Opportunities

- A structured logistics and transport required to move instruments and such
- Need of a fixed rehearsal place that does not require payments
- Earlier collaborations with scriptwriters and choreographers to align vision and storyline

Threats

- Delay in scriptwriting
- Tight schedule for rehearsals
- Band members unable to attend rehearsals
- Choir team required by other divisions (Director, choreographer, scriptwriter)
- Lack of logistics help

Scriptwriters

Strengths

- The story is developed in a sequential manner according to the structure that the whole script can be conveyed quite well on stage.
- The message raised in the story is considered relevant to the audience.
- There are elements and opportunities for comedy in the script to be developed through acting.
- Good communication with the director, choreographer, music, and other divisions during the script execution process.

- Able to be actively involved in elaborating technical requirements to other divisions.

Weaknesses

- The length of Act 2 is not balanced compared to Act 1 and 3 because it follows the structure of the film script, not the theater.
- The characterizations of the characters are not elaborated from the beginning which triggered misinterpretation between writers, with the director and with the cast.
- The scriptwriting time took quite a long time.
- There were many revisions when the script was rehearsed because the script had to be written along with the casting and rehearsal schedule.
- There was no Head Writer to lead the development of stories and scripts, so there was miscommunication between writers.
- Lack of communication with all divisions from the beginning of development and agreement on storylines, resulting in a lot of debate, revision, and ineffective execution after the script was completed.

Opportunities

- There needs to be time dedicated to discussing and breaking down the storyline and script with all divisions involved from the beginning to ensure script execution can be carried out according to the budget, timeline, and team capacity.
- The director and/or project manager can be involved further from story development to align and define the desired vision.
- It is better to have a Head Scriptwriter figure who leads the development of stories and scripts and makes decisions from the discussions carried out.
- It is necessary to hold a division that is responsible for technical matters such as lighting, mic, stage manager, and talent coordinator so that it does not overlap with the Scriptwriter's job description.
- Scriptwriters and Music Directors can work together more intensely so that the flow of scenes and musical numbers can occur more smoothly on stage.
- The casting should be carried out after the draft 01 script is completely completed so that the cast does not have to go back and forth to adjust the script revisions that occur after being trained; For that, Scriptwriters need to work much earlier than other divisions.
- The existence of an Arts Director that facilitates communication with the Stylist, MUA, and Set & Decor.

Threats

- Lack of time devoted to the discussion of the joint manuscript.

- The author has other activities outside of Temulawak which sometimes hinders the development of the shared story and the completion of the manuscript.
- The difficulty of finding a cast required the characters in the script to be readjusted according to need.

Set & Decoration

Strengths

- All sets were finished on time
- All properties were able to be found
- Logistics and set decor were able to build a good communication
- Created a supportive environment between members
- Able to find alternate solutions to set problems quickly
- Able to cut back costs by reusing sets in different scenes
- Members were able to remember properties needed for each scene

Weaknesses

- Lack of time planning which results in rushing the set building process
- Changes made three days before the day
- Lack of team members which cause us not to focus on tasks and weren't able to maximize the full potential
- Trouble in shifting focus between designing sets and being in charge of properties.
- Shortage in people helping to build the set
- Lack of communication with the director and scriptwriter team
- Lack of participation in rehearsals in the beginning

Opportunities

- Create timeline with all production team
- Add more members to the team
- Separating the set decoration and properties division to enhance focus for both divisions
- Attend more rehearsals
- Increase communication with other divisions
- Asking members of other divisions for help in building the set

Threats

- Properties that are hard to find in Melbourne
- Expensive properties in Melbourne, which cause us to rely on members bringing properties from Indonesia
- One of the sets was broken during the day

- Lateness in finding venue, which results in confusion when designing the set

Stylist

Strengths

- Followed the allocated budget.
- Worked together with community partners who supplied 'kain'.
- Sourced most costumes from Indonesia which reduces money spent and created a sense of authenticity.
- Color palette is aligned with the tone and mood of every scene.
- Close communication with casts to ensure they are confident and comfortable with the allocated costumes. If casts own something similar they are encouraged to wear their own clothing which reduces money spent.
- Close communication with director and scriptwriter to interpret each character and bring them to life through their costumes.
- Solid and unified team.

Weaknesses

- Poor time management in the beginning which resulted in having to buy more costume and accessories from Indonesia close to the event day.
- Lack of wardrobe change practice which resulted in confusion during dress rehearsal.
- Costume description for supporting casts is not as detailed.

Opportunities

- More effective time management especially in the planning process to help officers better understand the character and have better creative direction.
- 'DIY' more costumes and accessories from recycled materials to reduce budget.
- More active participation during rehearsals to have better understanding of each character and alter ideas to suit them.

Threats

- Costume size can be different from cast size, always rely on their exact measurements instead of the size they usually wear (ex. Size S).
- Ensuring that any items purchased online is ordered weeks in advance to give time for shipping and any possibility of cancellation from the seller.
- Create a good record of any costume bought or borrowed to avoid things being lost.

Make Up Artist

Strengths

- Finished all cast makeup and hair within the allocated time on the event day.
- Officers have a high willingness to learn resulting in good makeup and hair execution.
- Utilized resources to get free makeup products to reduce the budget spent.
- Practiced main casts makeup multiple times during dress rehearsals and photoshoots which allowed us to learn, suit the makeup to each character and reduce application time during the event day.
- Taking in constructive criticism from casts and other divisions to improve the look for event day.
- Flexibility during event day, whoever is free can help anyone which speeds up makeup and hair process.
- Solid and unified team.

Weaknesses

- Lack of planning at the beginning especially for supporting casts which resulted in last-minute look finalization.
- Officers were arriving late for dress rehearsals which impacted practice time.
- Limited rehearsal participation in the beginning which led to officers only understanding the look and the character last minute.

Opportunities

- Doing more demo makeup practices to ensure every member is on the same page.
- Creating face charts for every cast to create consistency.
- Collaborate with brands to supply free makeup.

Threats

- Lack of communication with casts to brief them about skin and hair preparation prior to hair and makeup application.
- Lack of briefing with event day volunteers.
- Having too many volunteers can overwhelm casts and make the backstage room overcrowded.

Supporting Documentation

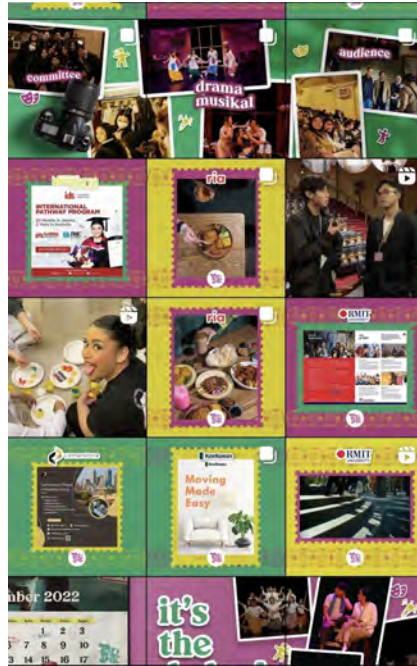
Rehearsal Schedule

AUGUST W5 / SEPTEMBER W1 (Acting / Promo)							
Day	Monday (29/08)	Tuesday (30/08)	Wednesday (31/08)	Thursday (01/09)	Friday (02/09)	Saturday (03/09)	Sunday (04/09)
Time	15.00 - 18.00				17.00 - 21.00		07.00 - 19.00
Location	Avant				KJRI		Avant (Make up) / Rumah Ira Burwood (Shooting)
Agenda	Cast Reveal (Marketing Content)				RUNTHROUGH ACT 1-3		Shooting Trailer
Cast	Egi, Mia, Jess, Amett, Michelle, Kayleigh				FULL CASTS & KIDS		Kayleigh, Mia, Jess, Amett, Michelle, Egi, Fideia, Aryu
Other Division	Irene & Tiff (MUA), Sab & Naomi (Stylist), Raffa & Kiara (Marketing), Audrey (Docum)				Stylist/MUA, Program, Sei, Logis, Choro, Music		Docum, Stylist/MUA
AUGUST W5 / SEPTEMBER W1 (Dance)							
Time	18.30 - 21.30	18.30 - 21.30		18.30 - 21.30			
Location	RMIT Building 8	Stop 1 Unimeib (UHT Open Stage 757 Swanston)		Stop 1 Unimeib (UHT Open Stage 757 Swanston)			
Agenda	Making Choreo MN 11	MN 10, 11		MN 1, 2, 7, 8, 9, 1, 5, 6, 2			
Cast		Kay, Mia, Axel, Marc, Will, Terrence, Rheina, Fideia, Amanda, Irene, Ariel, Amett, Egi, Michelle		Kay, Jess, Amett, Aryu, Nad, Rheina, Ariel, Kim, Fidel, Jo, Will, Irene, Amanda, Sydney, Michelle			
Other Division				MUA (Ajarin make-up di MN 2 & 6)			
AUGUST W5 / SEPTEMBER W1 (Music)							
Time	17.30 - 22.30						
Location	Backline Studio (Kensington)						
Agenda	TL 1-11						
Cast	Kayleigh, Michelle, Jess, Mia, Irene, Fidel, Rheina, Amanda, Jo						
Other Division							

Assign Roles on D-day

Area	No	Location	Position/Roles	Name	Notes
In Theatre					
Backstage (Manager: OYEN)	1	dressing room sampe green room	Program (Backstage manager)	Oyen, Aretia	
	2	Green room	Storage HT		Breakdown 6 HT
	3		Waiting room buat cast (especially anak-anak and rolenya kecil)		Anak-anak, Ensembles role kecil
	4		S&F (konsumsi)	Janette, Kayla	
	5	Dressing room	Stylist, MUA (Room 3 or Blue room)	Irene & Diane	
	6		Changing room MALE (Room 4)	Clarissa, Sydney	
	7		Changing room FEMALE (room 2)	Josephine, Coco	
	8	FLEXIBLE	Prayer room (room 1)		
Stage			Marketing (video/images)	Michelle Kiara, Jelita Rihario	
			Documentation (video/images)		
	2	Right wing (Manager: Iko)	Set & Decor (hands prop)	Neysa Tadia	
	3		Set & Decor (hands prop)	Lady Vani	
	4		Program (Timekeeper/stage manager)	Fathya Estri (Iko)	
	5		Logistic	Louisa, Kemas	Maha
	6		Supervise (bantu perpindahan microphone)	Carissa Muhamatha	
	7		Stylist/MUA (wardrobe change & touch on)	Michelle, Tiffany	
	8		Stage flow	Anindha Priyono	ini posisi kalau door di wing kiri bisa nyambung ke band
	1	Left wing (Manager: Iosi)	Supervise (bantu perpindahan microphone)	Christian Hansel	
	2		Set & Decor (hands prop)	Joan Budiono	
	3		Set & Decor (hands prop)	Tiara	
	4		Program (Stage manager)	Michelle Margo (Iosi)	
	5		Logistic	Daffa, Wahyu	Alicia, Daniel Jochan, Irvan
	6		Stylist/MUA (wardrobe change & touch on)	Naomi, Mandy	
	7		Stage flow, music cue(?)	Jessica Claudia	ini posisi kalau door di wing kiri bisa nyambung ke band
Audiences/Seat	1		Program/volunteers (Usher for MN 1 & drop booklet)	Edmund	
	2	Front rear	Program/volunteers (Usher for MN 1 & drop booklet)	Oiva	Assist 3x
	3	Seat H21-22	Documentation (Recording video on video seats)	Ask kay & Nito	
	4	Seat G21-22	Documentation (Recording video on video seats)		
	5	di pinggir kursi audience	Documentation (Recording video on the side of audience seats)		
	6	Flexible	Documentation (foto-foto kelling di daerah penonton???)		
	7		Marketing (video/images)	Raffa	

Creative



Logistics



Stylist/MUA

ACT	Scene	Cast	Character	PIC	Costume List	Quantity	Size	Property of	Pic
1	1	Kayleigh Ardaneswari	Astri		Kebaya putih bunga & daleman putih	1		Kayleigh Ardaneswari	
					Kain batik	1		Kayleigh Ardaneswari	
					Flat shoes	1		Irene Limindra	
1	1	Will	Pengantin Pria		Kalung Melati			TL	
					Kemeja putih			Will	
					Kain batik			TL	
					Sepatu hitam formal			Will	

List Hairdo & Make-Up

Nickname	Peran	Model rambut	Makeup
Kayleigh	Astri	Sanggul, semprot dry shampoo as uban (lightly)	Biasa, light wrinkles
Mia	Asih	-	Biasa, heavy wrinkles
Michelle Lay	Ijah	pigtails	Minor, Pink eyeshadow, hot pink blush, red lipstick
Anett	Joko	Pake gel dikli depannya, sides semprot dry shampoo as uban	Contoured, gambar mustache, light wrinkles
Egi	Parlo	Kimis	Contoured, perleqas mustache
Jessica quan	Melling	Curled, half up (sasak atas) half down	Biasa, red lipstick
Sabrina	Calon pengantin 1	Sanggul	Biasa
Aryunita	Ibu Anuna	Curled, half up (sasak atas) half down	Biasa
Fidela	Bu Hanna	Curled, half up (sasak atas) half down	Biasa
Nadia	Bu Intan, Pengunjung salon 2, Calon Pengantin 2	Sanggul	Biasa
Irene	Inem	Curled, sasak atas, braid atas nya	Biasa
Jo	Nunung	Low bun	Biasa
Julietta	Siti	Curled, half up (sasak atas) half down	Biasa
Kim	Pengunjung salon 1, Calon Pengantin 1	Sanggul	Biasa
Amanda	Pengunjung salon 3, Calon Pengantin 3	Curled, half up (sasak atas) half down	Biasa
Rheina	Pengunjung salon 4	Curled, sasak atas, braid atas nya	Biasa
Prisca	Pengunjung salon 5, Ima	Curled	Korean
Sydney	Pengunjung salon 6	Sanggul	Biasa
Ky	Ibu Dukun	Sasak gede	Black & purple smokey eys, black lipstick
Axel	Bapak Pengantin		Contoured, light wrinkles
Terence	Pak Danu		Contoured, kasit cemong cemong
Marc	Samin		Contoured
Will	Pengantin pria		Contoured

Makeup Schedule

Time	Nama Cast	Character	MUA	Hair	Location	Notes	
4.00 - 4.30 AM	Arrive & set up equipments & briefing						
4.30 AM - 5.30 AM	Namira (Mia)	Asih	Irene	-	Unbridge		
	Michelle Lay	Ijah	Mandy	Sabrina			
	Aryunita	Ibu Anuna	Sydney	Coco			
	Egi	Parlo	Michelle	Josephine			
	Jocy	Nunung (Asiatan salon)	Aureli	-			
	Nadia	Bu Intan, Pengunjung salon 2, Calon Pengantin 2	Tiffany	Clarissa & Naomi			
5.30 AM - 6.30 AM	Kayleigh	Astri	Irene	Coco			
	Arnett	Joko	Michelle	Sabrina			
	Jessica	Melling	Mandy	Josephine			
	Sydney	Calon pengantin	Tiffany	Clarissa			
	Kim	Pengunjung salon 1, Calon Pengantin 1	Aureli	Naomi			
	Sabrina	Pengantin wanita	Tiffany & Irene	Coco & Clarissa			
6.30 AM - 7.15 AM	Costs ganti baju		Michelle, Naomi, Sydney				
7.15 AM - 7.45 AM	Break + otw national theatre						
7.45 AM - 8.00 AM	Arrive & set up equipments						
8.00 AM - 9.00 AM	Fidela	Bu Hanna	Irene	Aurel	Room 3 (blue room)		
	Rheina	Pengunjung salon 4	Mandy	Tiffany			
	Amanda	Pengunjung salon 3, Calon Pengantin 3	Tiffany	Michelle			
	Prisca	Pengunjung salon 5	Aurel	Sydney			
	Aurelia	Pengunjung salon	Sydney	Naomi			
9.00 AM - 10.00 AM	Irene K	Bridesmaid, Inem (Asiatan salon)	Tiffany	Mandy			
	Willi	Pengantin pria	Michelle	-			
	Ky	Ibu Dukun	Sydney	Clarissa			
	Julietta	Asisten salon	Irene	Coco			
10.00 - 12.00	Break						
12.00 - 12.40	Marc	Samin	Irene	Clarissa	Room 3 (blue room)		
	Axel	Bapak pengantin	Tiffany	Josephine			
	Terrence	Pak Danu	Mandy	Naomi			
Prep + feedback							
12.40 - 13.00	Briefing with everyone						
Touch up							
13.00 - 13.20	Jocy	Nunung (Asiatan salon)	Michelle & Mandy				
	Julietta	Siti (Asiatan salon), tamu undangan					
	Irene K	Bridesmaid, Inem (Asiatan salon)					
	Aryunita	Ibu Anuna					
	Fidela	Bu Hanna					
	Prisca	Ima					
	Zira (Cast anak)	Anak-anak group					
	Shira (Cast anak)						
	Ayla (Cast anak)						

Financial Statement

Laporan Keuangan				
Temulawak 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
INCOME				
Fundraising:				
PO Pleno 1	\$764.33			
PO Bonding	\$257.38			
PO 1	\$442.35			
PO 2	\$1,205.00			
PO 3	\$360.13			
Titip temu	\$345.00			
Merchandise	\$207.06			
Total Fundraising	\$3,581.25			
Sponsor:				
Monash University	\$2,755.00			
YNJ	\$828.00			
RMIT University	\$3,500.00			
Ideosource	\$1,575.00			
Xynergy	\$550.00			
Cornerstone	\$650.00			
Australasia Events and Leisure Tour	\$650.00			
KosKosan	\$586.71			
Total Sponsor	\$11,094.71			
Ticket sales	\$14,192.40			
Total Income			\$28,868.36	
EXPENSE				
Venue Hire		-\$17,804.51		
Photobooth		-\$569.00		
Projector		-\$236.50		
Music Production		-\$1,391.97		
Logistics		-\$1,085.50		
Program		-\$226.01		
HT		-\$239.25		
Transportation		-\$1,547.00		
Set and Design		-\$1,839.01		
Merch and Goodiebag		-\$620.90		
Make Up and Stylist		-\$487.99		
Total Expenses				-\$26,047.64
Profit/Loss			\$2,820.72	



EXTERNAL EVENTS

Epilogue IUA



Internship Fair 2022

Event Summary

Background

Considering there are many Indonesian students in Victoria who want to have internship and job opportunities but are still confused on how to find it. Here we as Indonesian Association in Victoria wants to give a medium to all Indonesian students, so that they can find information about internship and job opportunities more clearly or even get an internship from this event.

Objective

Educate Indonesian students regarding how to find internship and job opportunities in Victoria and give opportunities for Indonesian students to do networking from this internship fair.

Concept

- Open Booth
 - Companies will set up a booth representing their company. Where the audience can come to get information or ask questions directly from the company's representative, especially about the internship and job opportunities.
- Seminar
 - Along with the fair, we will have a seminar set up as the main session. Which will discuss from the experienced speakers perspective, about how to start as a fresh graduate or even university students.

Committee Members

Supervisors

Mikha Taniel
Josephine Darmawan

PIC

Yulia Sharon
Brenda Budiman

SWOT Analysis

Due to the fact that the event was cancelled, there are no strengths and weaknesses that can be analysed from the event.

Opportunities

- Play a bigger role to give Indonesian students in Victoria opportunities to step up in their career. Since, most opportunities are exclusively available for Australian citizens and pr only.

Threats

- Short time preparation and require high amount of money
- There are established events in most universities which already specialise in a particular area of study which probably make our events less interesting as it is very general.
- The target audience of PPIA VIC is also comes from different area of studies which make it hard for us to be able to provide every needs for each different area of studies

Event Outcome

The project was cancelled due to both internal and external factors. The internal factor is mostly due to the lack of planning and the short time preparation. Lack of planning such as the concept is not clearly determined from the first as it was always changing every meeting. Furthermore, there is a very short time to prepare for such an event that mostly depends on the collaboration with external parties.

On the other hand, the external factor is due to the lack of reply from the company that we want to collaborate with or in other words we do not have a strong connection that we can use.

Moreover, we also do not have some particular thing that can be offered back to the company so it does not give a mutual benefit for both parties. In conclusion, considering the resources we have, the idea of the career fair itself is unattainable to be done.



Epilogue

Epilogue 2022

Event Report

Date : Thursday, 29 September 2022
Time : 7 PM - 2 AM AEST
Location : La Di Da, 577 Little Bourke St, Melbourne VIC 3000
Attendees : 293

Committee Members

Supervisors

Christian Hansel
Mikha Taniel

Secretary Treasurer

Muhammad Raffa Pratama
Margaret Hutahayan

Project Managers

Irvan Louis
Harry Santoso
Prischila Fanggidae

Program

Sharifa Refry (Coordinator)
Brenda
Cokorda Anggitaswari
Diandra Imanuella Silver
Najwa Said
Salma Amalina

Liaison Officers (LO)

Aurellia Meidirama (Coordinator)
Alysha Sofjan
Christofer Iglesias
Farhan Hary Arafah
Jocelyn Michelle Alicia
Jonathan Tanuwijaya
Lorenza Jocelyn

Sponsorship & Fundraising

Carlisa Regina (Coordinator)
Tiffany Sheryll (Coordinator)
Aldrich Lado Buntoro

	Arnett Grady Fiona Agustina Kezia Melinda Reynard Leroy Tara Liora Madison Xaviera Quincy	
Marketing	Arif Paramartha Neysa Tedja Chiara Nathania Diane Hadibrata Kyla Kameron Winson Lamsuri	(Coordinator) (Coordinator)
Creative	Thuraia Kayla Aisyah Kirana Edvin Rayhan Nadira Feraintia Tiara Puspa	(Coordinator)
Documentation	Steffanus Daud Paat Audrey Olivia Chelline Graciella Soejono Eqi M Rikansa Nico Andiko	(Coordinator)
TOTAL	41	

Event Summary

Epilogue is a brand new live music event held by PPIA Victoria that acts as a closure for all PPIA Victoria's events. The goal of the event is to celebrate the success of previous PPIA events, while also gathering all PPIA branches' committees, volunteers, members, even the public to celebrate and get to know each other. The event is also a platform for all Indonesian students to showcase their musical talent. The list of student performances are as listed below:

- Moonrise
- Green Room
- Damara and The Spacebars

The event also featured 'Karaoke Night' and was closed with two professional DJs, Diskoria and DJ Bayu.

It is important to note that the venue was changed a few days prior to the event as explained in the weaknesses section of the overall event SWOT analysis.

Project Managers/Executive

Strengths

- Head divisions and officers are resilient, proactive, and adaptive to the sudden venue and time changes.
- Audiences are deeply engaged in the event, especially during the karaoke night and student performances.
- The number of target audiences on the day of the event exceed our own expectations.
- Most guests give positive feedback on the event and would be very happy to participate in Epilogue, if the event were to be held next year
- The management of the new venue, La Di Da, were happy as they exceeded AUD 10,000 in sales from the AUD7,500 minimum spend.
- The idea of the event interests students who would not normally join organisational events as committee members. This is because the theme of the event is nightlife & entertainment, which suits their interests.
- The idea of the event interests students who would not normally go to organisational events. This is because Epilogue is a social event that is thematically similar to live music and clubbing.
- The event allows both the committees and the audience to gain new connections as Epilogue is a social event

Weaknesses

- Hard to execute ideas and make decisions due to the need of approval by three project managers.
- As this was a brand new event, there were two completely different visions for what the event is about, on the one hand the event seeks to be a private appreciation night for the PPIA VIC committees, and on the other hand a public live music event.
- Due to the success of other PPIA VIC events, the event was scaled up and we decided to invite performers from Indonesia. As this was a sudden decision, we got only less than 2 months to plan, which causes a lack of preparation.
- Limited time to research and contact available guest stars from Indonesia, which subsequently reduces the chance of being granted a visa on time.

Therefore, we only contact guest stars that previously held Australian Visa.

- Miscommunication with the venue manager of Royal Melbourne Hotel ('RMH') regarding the pricing details. Additionally, the venue manager of RMH was very slow in communication.
- We decided to scale down the event due to budget issues and sudden changes with the venue manager.
- The date and location of the event were changed at the last minute due to the sudden markup of minimum charge, costs of security, and AV equipment of RMH.
- Lack of job description clarity for division, especially for Liaison Officer division and Program division
- Cross divisional communication was not efficient as all updates were communicated only to PMs.

Opportunities

- In the future, preparation could be done sooner. Plans could be made as early as other PPIA Vic events (at the start of the period).
- A Memorandum of Understanding with the venue can be made to avoid sudden changes.
- It could be held annually as the closing event of PPIA VIC.
- The management of the new venue, La Di Da, was happy and would like to work together again in the future (note: with more time to prepare).
- Sale of tickets can be started earlier to generate more sales (i.e, minimum of 1 month before).
- Communicate all the division updates and changes to existing groups.

Threats

- Competition with other events, which also includes concerts and other nightlife events
- The timing was during the mid-break, in which students tend to be out of town and affect the number of audiences.
- Preparation timing clashed with universities assignment submission period, making it hard to choose suitable time to meet, discuss, and plan.

Program

Strengths

- The rundown for the event is well-prepared even though there was a 15 minutes delay at the start of the event, all other activities are still on time.
- Team was able to improvise during the night to readjust the rundown without disappointing any third-party performers

- Karaoke night activity created by the team was a big success as it attracts all audiences' attention and allowed them to deeply engage in the event
- Venue (La Di Da) staff were so kind, helpful and agile in reorganising the venue layout and answering questions from Epilogue committee members.

Weaknesses

- The rundown keeps changing because there was a miscommunication between Epilogue committee and Royal Melbourne Hotel, our previous venue. The venue then changed 1 week before the event (La Di Da), affecting the rundown as we need to adapt to the new venue time availability.
- Major issue during soundcheck in the venue (La Di Da) where the venue does not have enough microphones channel in their sound system mixer. The venue said that they don't normally do live music events and therefore we were only using 2 microphones provided by the venue.
- The sound system engineer from La Di Da came almost 1 hour late from the expected time, hence the soundcheck activity had to be rushed and left the event with a 15 minutes delay.

Opportunities

- Find a proper venue that could accommodate live music performances and DJ to ensure better preparation.
- Make use of equipment provided by the venue to reduce equipment rent cost and fee

Threats

- Miscommunication with the venue could cause a major problem and would affect all other areas (e.g., performers & guests availability, etc.)

Liaison Officer

Strengths

- The liaison officer division had good communication in the group chat.
- Maintained a good relationship between performers.

Weaknesses

- With the change of the date and venue of the event, two bands that have agreed to perform could not make the event.
- Due to the lack of preparation and time which affects the visa, the guest performers from Indonesia had to be cancelled.

Opportunities

- Confirming the guest performers long before the event so there would be time for visa and accommodation preparation
- A detailed understanding of the MoU and the terms is vital to anticipate a cancellation due to budgetary issue

Threats

- The visa of the performers may not be granted in time.
- The timing of the event (may be in competition with others) may make our options of performers limited.

Marketing

Strengths

- Marketing division teamwork and bonding were successful.
- Active communications in the group chat.
- Fully booked tables, even need to add 1 additional table due to high demand.
- Marketing officers had high commitment in their work.

Weaknesses

- The previous venue (RMH) manager takes a long time to reply to the queries, making it hard to design table packages.
- Few posts are delayed due to sudden information changes.
- Clash in timing to set division meeting.
- Rushed in making content due to the timing of receiving information.

Opportunities

- Promoters agreement and implementation can be done sooner.
- Sale of tickets can be done sooner.
- Utilizing a better time frame for selling tickets and instagram marketing.
- Creating a better time frame for marketing plannings and strategies meeting for utilizing the time frame.

Threats

- The timing of the event is during most students' mid semester break, which most people go off on holidays and trips during that time
- We didn't take much consideration of students that aren't in Melbourne University and Monash because other universities' mid break has passed.
- There are many competitors in the market which gives us difficulty in competing in the market for a new established event.

Creative

Strengths

- Able to make contents in short notice.
- Easy communication among team members.
- Share a coherent design style which makes it easy to reach agreement.
- Flexible, able to adapt to sudden changes & new needs.

Weaknesses

- Does not stick to the design/marketing schedule that was agreed on
- Too lenient
- A lot of miscommunication between marketing and creative team

Opportunities

- Pathway to dig deeper and explore different design styles.

Threats

- Issues relating to miscommunication & too much leniency not being able to be solved.
- There are too many people involved in the process (from design until instagram posts. This makes the process time consuming and inefficient.

Documentation

Strengths

- Good communication between each members
- Great individual skills shown by each members
- Photos and videos came out as planned
- Photos and videos are done in time

Weaknesses

- Task not evenly distributed

Opportunities

- Having the right equipment to produce the output

Threats

- The short amount of preparation time
- Intoxicated during the event
- Sudden deadlines and not knowing the event's social media calendar

Supporting Documents



Sponsorship & Fundraising (Finance)

Job Description

- Fundraised for the event through sponsors and fundraisings (2 food pre-orders) according to the projected budgeting.
- Made documents needed for the partnership agreement, including partnership presentation and Memorandum of Understanding (MoU).
- Ensured that all of the sponsorship exposures are aligned with the agreement that has been agreed.
- Did fundraising activities through two food pre-orders which are cooked by all of the s&f committee.
- Maintained the relationship with external parties especially Sponsors

Division Timeline

Date	Event	Description
5-15 August 2022	Budgeting Planning	<ul style="list-style-type: none"> - Made the projection budgeting for Epilogue; - Made a sponsorship package and presentation.
13-14 August 2022	Open Recruitment	<ul style="list-style-type: none"> - Open Recruitment opened from 3-12 August 2022. Interviews are held on 13-14 August 2022. Recruited 3 committee members.
18 August 2022	First meeting with all of the s&f committee	<ul style="list-style-type: none"> - Introduction and allocated job desc for all committee; - Discussed about the fundraising activities - Started to fill a list of potential sponsors.
20 August 2022	PLENO	<ul style="list-style-type: none"> - Introduction with all of the EPILOGUE committee; - Discussed about the ticket price and seat mapping with the marketing division.
3 September 2022	Fundraising Activity I	Sold Sate Taichan (posted on PPIA VIC & EPILOGUE instagram).

	(PO Sate Taichan)	<ul style="list-style-type: none"> - PO opened from 21 - 31 August 2022; - Preparation was held on 2-3 September 2022; - Delivered and picked up on 3 September 2022; - Profit: \$850.77
21 September 2022	Released MoU for KosKosan	Accommodation sponsorship for Diskoria (MoU 281)
27 September 2022	Meeting before the event	Allocated the committee's job desc for the event
29 September 2022	EPILOGUE Event	
1 October 2022	Fundraising Activity II (PO Hokben)	Sold Hokben (posted on PPIA VIC & EPILOGUE instagram). <ul style="list-style-type: none"> - PO opened from 21 - 29 September 2022; - Preparation was held on 30 September - 1 October 2022; - Delivered and picked up on 1 October 2022; - Profit: \$899.48

Work Report

- Event (29 September 2022)
 - In charge of the photobooth
- Post-Event
 - Ensure all sponsor benefits have been fulfilled
 - Ensure good relations with the sponsors.

Important Contacts (Sponsors & Vendors)

SPONSORS	
Company Name	Name
KosKosan	Vienny

Interaction Between Division

- Marketing
 - Ensuring the benefit for sponsors is communicated through social media post
 - Social media post for related fundraising activities
 - Discussing the ticketing price which are suitable with the budget projection
- Liaison Officer
 - List all the required things needed for the artists

Strength

- The success of our fundraising events in raising funds has allowed this event to run smoothly.
- Good communication between head division and officers.
- Succeed in getting accommodation sponsorship that helps reduce the overall accommodation costs for the artist.

Weakness

- Numerous finance officers worked during the event (due to the date changes).
- Failure to get monetary sponsors due to the absence of event preparation (as mentioned during the first meeting, the officers recruited are only for fundraising purposes)
- Over budget event whilst the preparation is really short.
- Lack of inter division communication
- Expensive ticket price considering it is only for entrance to the event

Opportunities

- Other fundraising formats that do not involve food pre-order.
- More preparation for the event, yet not over scaling the event.

Threats

- Lack of audiences which has impacted our revenue from ticket sales..
- There was a high level of competition due to the fact that numerous PO was also held by PPIA branches.
- Lack of sponsorship interest shown by both Indonesian and Australian based companies.
- Some divisions were not looking at the budgeting projection, thus the event was overscaled.
- There is a high level of competition with other similar events held by PPIA branches

Financial Statement

Laporan Keuangan				
Epilogue 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
INCOME				
Fundraising:				
PO 1: Sate Taichan	\$850.77			
PO 2: Nasi Hokben	\$941.99			
Total Fundraising	\$1,792.76			
Sponsor:				
TANG Events	\$1,180.00			
Total Sponsor	\$1,180.00			
Photobooth Ticket	\$401.16			
Ticket Sales	\$6,957.00			
Total Income			\$10,330.92	
EXPENSE				
Security		-\$1,400.00		
Sound		-\$420.00		
Guest Star (Diskoria and DJ Bayu)		-\$8,102.09		
Photobooth		-\$500.00		
Giveaway		-\$96.96		
Transportation		-\$460.97		
Total Expenses				-\$10,980.02
Profit/Loss			-\$649.10	

Ikatan Australia-Nusantara (IKAN)

Event Summary

Objectives

IKAN stands for Ikatan Australia - Nusantara with the aim to support the learning of Indonesian Language in Victoria through the collaboration with VILTA (Victorian Indonesian Language Teacher Association). IKAN's primary objective is to introduce Indonesian culture and Bahasa Indonesia to local students. In this program, PPIA Victoria is responsible to help and aid the Indonesian teachers in Australia, such as providing volunteers for school excursions and other events from VILTA.

Committee Members

Supervisors

Mikha Taniel
Josephine Darmawan

PIC

Natasha Livia Limandar

Event Report

VILTA 2022 Annual Conference

Date : 1 April 2022
Responsible Teacher : Silvy Wantania

To assist the workshops of 2022 VILTA annual conference. We were in charge of the registration process as well as helping in the dual-delivery mode of the conference through Zoom.

Melbourne Aquarium

Date : 20 June 2022
Responsible Teacher : Shelby Stewart

We helped year 10 students from Maryborough Education Centre on their field trip to the Melbourne Aquarium. We helped them practice their Bahasa Indonesia by communicating with them in the language.

Model United Nation Conference

Date : 28 July 2023

Responsible Teacher : Dr Sally Northfield

Supported the students in creating their arguments during the debate and assisted the teachers to evaluate the students' report from the conference.

Oral Final Competition

Date : 23rd July 2022

Responsible Teacher : Silvy Wantania

Assisted in preparing and providing food for the participants. The event was located in Melbourne Highschool in South Yarra.

Strengths

- The teachers in Victoria are very grateful with the help of IKAN volunteers to help with the success of the events. Especially in the recovery from the pandemic.
- IKAN volunteers got the opportunity and chance to experience new things, such as creating a connection with the Indonesian teachers and help the local students.
- The local students got direct help from Indonesian native speakers to practice the Indonesian language.

Weaknesses

- The sudden requests of the teacher makes it hard to find volunteers, with the limited number of available volunteers that hold a Working With Children Check.

Opportunities

- Create a more insightful and appealing activity in order to attract volunteers, for example: outdoor activity such as playing Indonesian games, trying to learn traditional dances or singing, picnics, or road trips.

Threats

- Inadequate number of volunteers, or number of volunteers that currently do not hold Working With Children Check, time constraints between the volunteer event and university classes, and the transport that needed in order to get to the event's location.

Supporting Documentation



Cultural Day 2022

Event Summary

Location : Old Melbourne Gaol
Date : 29 July 2022 - 30 July 2022

Cultural Day is an event which seeks to introduce and promote Indonesian culture to the locals in Victoria. This year, Cultural Day is in collaboration with Alun-Alun to promote the rich Indonesian culture through workshops. In these workshops, participants will be able to practically learn more about Indonesian culture taught by experts in their respective fields. There were three workshops including traditional dance, klepon and cendol making.

Committee Members

Supervisors

Mikha Taniel
Josephine Darmawan
Iglesias Fortuin
Aurellia Tsabitha Meidirama

Committee

Daud Judah Bachtiar	(Coordinator)
Diane Hadibrata	(Coordinator)
Aurelia Susanto	
Clarissa Purnomo	
Meirisa Indajang	

SWOT ANALYSIS

Strengths

- Free for participants
- Low budget ingredients and resources
- A place to meet new people
- Learning more about Indonesian culture
- More participants than expected
- Strategic location to invite participants to join the workshops

Weaknesses

- No fixed number of participants (should develop better registration system)
- Majority of the participants are Indonesian
- Hard to find experts

- Some experts were slow-response which delays the whole process
- Limited space as the event used shared venue with Alun-alun
- The speaker was not loud enough to accommodate the dance workshop, considering the outdoor setting of the activity. This may also be caused by the sound from the main event stage of Alun-Alun.
- No microphones to help the experts teach the workshops

Opportunities

- Spread Indonesian culture to Melbournians
- Provide free workshops while other events may require participants to pay

Threats

- Clash timing with other performances on the main stage of Alun-Alun.
- Shared audience with the Alun-Alun main events.

Event Outcome

Overall, we believe Cultural Day 2022 was better than we expected. This is shown by the number of participants that were way more than we had planned. Therefore, we had to adapt by putting participants into larger groups. Thankfully, the experts were also supportive about this unexpected event. Additionally, we anticipated that the event would be less engaging at first, but fortunately it was not. On the contrary, fellow participants and experts got along so well and were having fun together.

Supporting Documentation



Give Vic Back 2022

Event Summary

Date/Time : Completed on October 15th 2022
Location : Melbourne, Australia

An annual charity event called 'Give Vic Back' where we aim to provide help in the form of services and/or goods to the Victorian community on behalf of the Indonesian students in Victoria. This year's Give Vic Back event was aimed at giving second hand clothes to the homeless people through a partnering organization called "Red Cross Australia" located in South Melbourne.

Committee Members

Supervisors Mikha Taniel
Josephine Darmawan

PIC Sherina Suhartanji
Grisela Sendjojo

Planning and Timeline

Initial Planning

Date	Activity
27 February 2022	First attempt on contacting Sacred Heart Mission (partnering organization)
10 March 2022	Presentation for networking party. Dates, activities, and venue options were planned and scheduled
19 March 2022	Sacred Heart Mission responded with interest but there was an issue since they were reviewing their working policy with students (2nd email was dismissed afterwards and ended in lost contact)

4 May 2022	South Melbourne Toy Library contacted and responded. Strategic partnering schedule was formed and a revision needed to be done and approved before a partnership agreement was established between two parties. Working with Children Check was mandatory for all volunteering students.
1 June 2022	Proposition to open a garage sale and fundraise for the homeless was suggested by a board member followed by a request for meeting after final exams (due to untimely constraints) with executive and project supervisor to discuss the idea further (delaying the event by 1 month).
24 June 2022	Meeting with one of the supervisor resulting in decision for a garage sale fundraise commencing in August (mid-sem break)

Actual Planning

Date	Activity
20 July 2022	Camberwell decided as the garage sale venue
31 July 2022	Online form and date finalized for August 28th 2022
9 August 2022	Online form and instagram stories announced Give Vic Back opening
25 August 2022	Emergency meeting was held and due to insufficient donations, an appeal for refund was sent to Camberwell
25 Aug - 4 October 2022	Donations were collected from a few sources

5 October 2022	Emergency meeting, camberwell was canceled. A critical decision was made to donate the goods to a partnering organization.
14 October 2022	Hired a vehicle
15 October 2022	Items picked up from multiple venues. Delivered all donated items to Red Cross South Melbourne

SWOT Analysis

Strengths

- Give Vic Back 2022 offers an easy way to donate clothes, opening up possibilities for flexible partnership between donors and the charity the event partners with.
- The executives are supportive and helpful and thus, the team has a friendly working environment.
- The various skills of each team member have contributed to the planning and success of the event.

Weaknesses

- Lack of communication among committee members made it difficult to manage and distribute tasks.
- Had difficulty in finding potential organizations to collaborate with, which made the event plan more difficult and complicated.
- Due to a limited stock of donations, this has prevented the team from experiencing the expected satisfaction that they had hoped for.
- The inability to hold face-to-face meetings between the project managers and the executives.

Opportunities

- Given that this year's event is being held after being postponed due to the COVID-19 pandemic, the next Give Vic Back team can turn past weaknesses into strengths in the future.
- The pandemic phase of COVID-19 looks to be ending in Australia next year. This definitely provides greater opportunities and more options for the event

to have a larger-scale of events in the future.

- Through the use of technology, the Give Vic Back team is able to collaborate with other organizations in a more efficient and productive manner.

Threats

- The COVID-19 situations that might still prevent large-scale social gatherings or events in the future.
- The fact that the executive team and project managers are in different countries which results in the time differences between Indonesia and Australia.
- The event occurred during a hectic week leading up to submissions, which made it difficult for the committees to manage their time.

Event Outcome

South Melbourne Red Cross Op Shop was elated and welcomed the team members with open arms. A bunch of second hand clothes that seemed to hold little significance to us apparently hold a great deal for these people. The decision to donate these goods to Red Cross instead of opening a garage sale might have made a better impact ultimately.

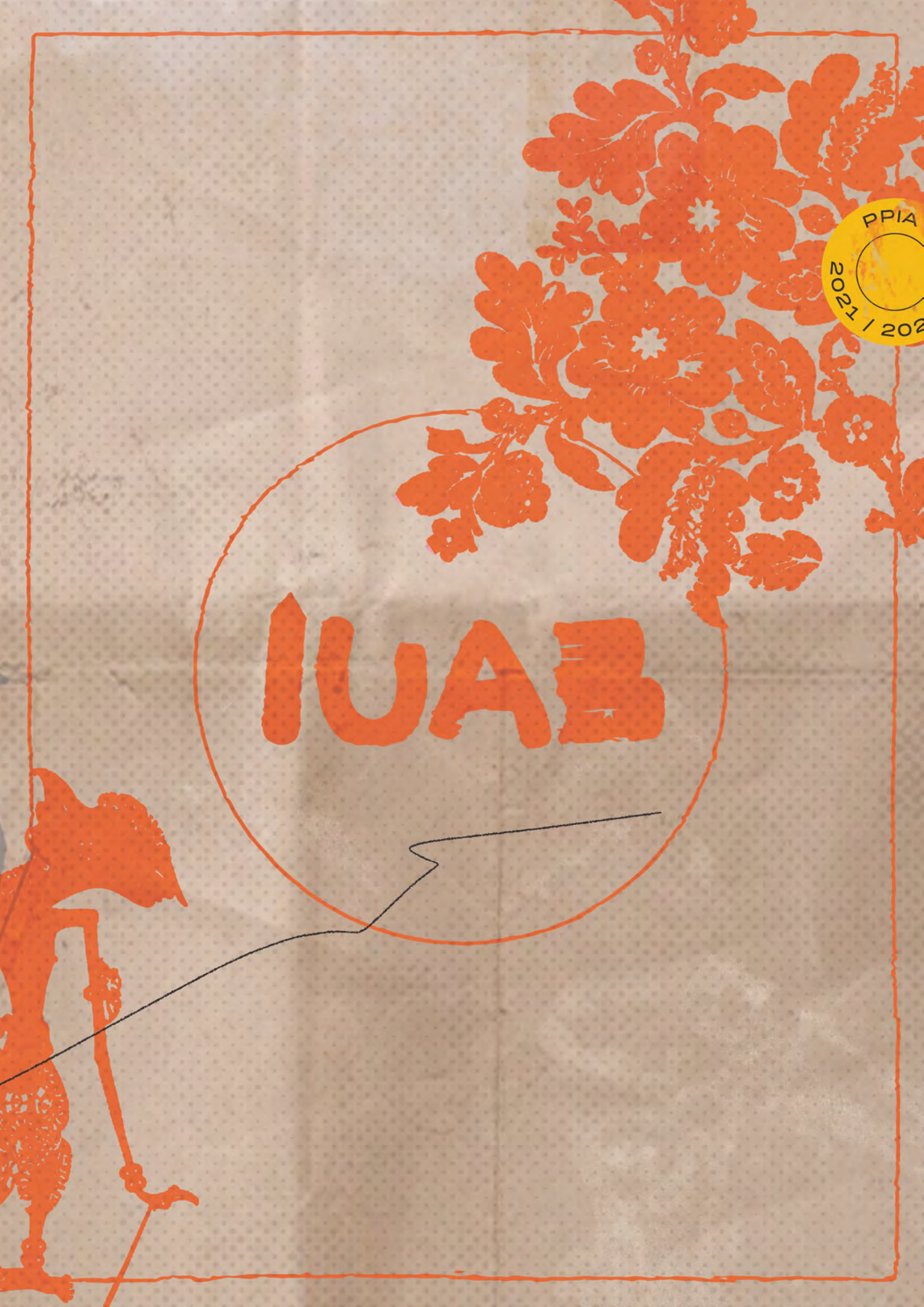
Note : Anonymous X reached back after a week and mentioned that they would love to have the donations dropped at the front door of 63 urban drive, williams landing at any time. (Anonymous X donates the goods directly to homeless people instead of selling them through op shops and might have been a better option than Red Cross).

Future Improvements

Perhaps in the coming event, some improvements need to be made. These include the need to keep track of the progress and schedule to ensure that the event is successful more than expected. It is also important to have clearer visual plans and structures to help the whole team in the upcoming event. In order to accomplish this, a precise timeline must be established, to which the committee members must stay committed throughout the preparation of the event. Additionally, alternative solutions before the event are also crucial to prevent any sudden and unexpected change between the event plan and the organization with which the event collaborates.

Supporting Documents





IUA

PPIA

2021

2022

Ilmu Untuk Anak Bangsa (IUAB) 2022

Event Summary

Date/Time : On Going
Location : Melbourne, Australia & Wekeke, NTT

Ilmu Untuk Anak Bangsa (IUAB) is a social service program in the field of education that was initiated, and for the first time implemented by PPIA Victoria in the 2018 management year. In this year's program, IUAB by PPIA Victoria collaborated with the Solar Chapter to provide maximum service to children in Wekeke Village.

Intending to build a long-term educational facility, the Solar Chapter has agreed to establish a "Creative Hall". In addition, IUAB by PPIA Victoria has agreed to create an additional learning curriculum for children in Wekeke Village. The curriculum will be adapted to the needs of the children in Wekeke Village. This curriculum will be implemented by making a 'Workbook' with the aim of teaching Indonesian, English, reading and writing, mathematics, arts and crafts, natural sciences, exploring Indonesia, and fairy tales.

Thus, the entire committee of IUAB 2022 hopes that the program we carry out can have a sustainable impact on children and residents around the area where this program is held.

Committee Members

Supervisors	Mikha Taniel	
	Josephine Darmawan	
Project Managers	Sansana Ruth	
Finance	Arnett Grady	(Coordinator)
	Carlisa Regina	(Coordinator)
	Nabila Nashwa	
	Xaviera Quincy Jhon	
Content Writers	Agatha Beatrice	
	Fadhila Anaan	
	Karen Angela Silvanus	
	Stella Aurelia	

Illustrators

Michelle Ivo
Nicole Garwood

Activity Timeline

Month	Date	Activity	Notes
June	25	Open recruitment	<ul style="list-style-type: none">- Divisions for open recruitment:<ol style="list-style-type: none">1. Illustrator2. Video editor3. Content writer4. Fundraising or finance
July	9 & 10	Interview for Open Recruitment	<ul style="list-style-type: none">- Done through Zoom (online)
	19	Interview Results to candidates	
August	6	First Pleno Meeting	<ul style="list-style-type: none">- Content writers decide on subjects they want to focus on- Finance start to brainstorm
	8	Finance team assigned sponsorship category to officers and start	
		Illustrator first division meeting	<ul style="list-style-type: none">- Decide on work division- Brainstorm colour palette

			<ul style="list-style-type: none"> - Brainstorm overall look of the workbook - Finalize animal for the mascot (orangutan) - Template for
	10	Finance team presented rough budgeting	
		Finance team starts to work on proposal	
		Illustrator presented rough sketch of workbook mascot	<ul style="list-style-type: none"> - Orangutan was chosen to be our main mascot
	13	Trial Pre Order	<ul style="list-style-type: none"> - Nasi bakar - Nasi kucing - Makaroni ngehe
		Content creator presented first rough topic ideas for each subject	
	16	Finance Division Meeting	<ul style="list-style-type: none"> - Finalise proposal Bahasa Indonesia - Delegate task for each officer - Briefed about email
	18	Content Writer Meeting	<ul style="list-style-type: none"> - Each content writer present to Nana their progress. (1 topic per person)
	22	Content Writer Submit	<ul style="list-style-type: none"> - Finalised 1st topic for each subject

		Illustrator Meeting	<ul style="list-style-type: none"> - Presenting work that is done - Presenting different views of the icon "Otan"
	25	Content Writer Meeting	<ul style="list-style-type: none"> - Each content writer present to Nana their progress. (1 topic per person)
September	3	Template for workbook presented	<ul style="list-style-type: none"> - Illustrator displayed the template for the workbook and assigned the subjects to illustrators.
	6	Illustrator Meeting	<ul style="list-style-type: none"> - Presenting work progress that is done
	8	Content Writer Meeting	<ul style="list-style-type: none"> - Each content writer present to Nana their progress. (1 topic per person)
	13	Content Writer Meeting	<ul style="list-style-type: none"> - Each content writer present to Nana their progress. (1 topic per person) - Division of IPA topics to each content writer
	15	Finance Division Prep PO	<ul style="list-style-type: none"> - Finance division prepped for the first PO

	16	First PO Delivered by Finance Division	<ul style="list-style-type: none"> - Nasi kucing - Makaroni ngehe
		GoFund me and KitaBisa.com Set up	<ul style="list-style-type: none"> - Finance team set up online donation platform
	26	Finance Meeting	<ul style="list-style-type: none"> - Discussed the proposal - Email template done - Deadline to send email to companies agreed: (9 Oct)
	27	Content Writer Meeting	<ul style="list-style-type: none"> - Each content writer present to Nana their progress. (1 topic per person)
October	3	Content Writer Meeting	<ul style="list-style-type: none"> - Content writer brainstormed about the promotional video and made script.
			<ul style="list-style-type: none"> - All divisions take pictures of themselves for committee photoshoot.
		Illustrator Meeting	<ul style="list-style-type: none"> - Presenting work progress that is done
	7	Second PO Delivered by Finance Division	<ul style="list-style-type: none"> - Ayam geprek
	13	Finance Division Meeting	<ul style="list-style-type: none"> - Updates on company replies

	14	Promotional Video Edit	- Nana starts to edit promotional video

Note: Illustrators mostly had discussions through Whatsapp group due to one offshore officer.

SWOT Analysis

Strengths

- Finance division was really hands-on during the pre-order trials.
- Content writers were on track on the timeline
- The working environment is very supportive, which makes all divisions able to give positive feedback.
- All divisions communicated well throughout the whole process of the event, which made it easier whenever there were any issues.
- Content writer and finance division meetings were short, descriptive, and efficient, which allows the officers to grasp the information without defocusing on our respective schedules.
- We were able to create engaging and creative workbooks.
- Since it was an event with a mixed committee from people outside of PPIA, many of those other PPIA committees got a chance to meet and work with people in Melbourne.
- The theme that was offered by this project is unique and personalised (catered to the needs of children in Wekeke).
- Throughout the project progress, every officer worked well together and handled inconveniences, making it easier for each officer to focus on their given tasks.
- The work division is clear and is structured well making expectations clear, which allowed the officers to adapt and work well throughout the project.
- Each officer handled their respective tasks very well,
- Supervisors are very hands-on during the project which gave an opportunity for officers to interact with them firsthand.

Weaknesses

- Did not have a marketing team to schedule instagram posts or for sponsors.
- Most of the meetings were held online due to offshore officers or clash time.
- Lack of communication devices between Wekeke and Solar Chapter which caused slight temporary delays in relaying information regarding

communities.

- Since it's still Uni hours and dates, some people had class, which made it hard to find a time for all committee to gather.
- Due to this project being held in Indonesia, it is hard to plan things offshore.
- Since there are only 3 working illustrators, they have the tendency to be overworked.
- Due to the delay, the date of the event made it impossible for it to be postponed and could clash with other PPIA events (both PPIA Victoria and other branches).

Opportunities

- Collaboration was done for the event. And this improves relations with external parties and could open up opportunities for future collaborations.
- If the event is a success, the hope was for IUAB to be an annual event, which can be continued every year by the following committees.
- Committees have an opportunity to be a part of external events from PPIA Victoria.
- This could be a valuable experience for those wanting to continue for an exec/directors position within their next term.

Threats

- Although weather conditions in Wekeke and access of transportation to go there were taken into account, since it's a secluded area in Indonesia, it would significantly diminish the quality of the project implementation.
- With the timeline being delayed, this event clashed with PPIA UniMelb SETAPAK.
- Since the event is voluntary (committees could choose to not participate in the project), manpower could be a problem

Event Outcome

The project was ultimately delayed due to it being unfeasible given the current timeline and as discussed with Solar Chapter. Since IUAB required funding, efforts were made to reach out to potential sponsors and partners. Workbook is still in process of finalisation during the making of this report.

Future Improvements

- Potential collaboration/partnership should start asap and only proceed with the project when everything is clear

- Although the collaboration talks were made early during the project development, the talks of how hard the communication with future implementation location should be clear. There should be a clear line of communication that is reliable as this would ensure that the project progress will be smoother. Within a collaboration/partnership, there will most likely be specific rules and regulations that need to be met from both sides. This discussion can take up a lot of time, so it's better to plan ahead and expect it to take up major amounts of time (especially in the beginning)
- Cross Divisional Bonding
 - It's very important to ensure that bonding between members is achieved. It is then strongly advised to have offline meetings (per division) when possible, especially during the initial start of the project. Not to mention, efforts should be made to ensure that division meetings don't always have to involve discussing work. Instead, meeting just for bonding should be encouraged as well.

Budget Plan

Below is the link to IUAB 2022 Budgeting:

Financial Budgeting						
Category	Details	Quantity	Price (AUD)	Total (AUD)	Price (IDR)	Total (IDR)
Logistic	Pengiriman Barang		27 per Kg	1350	270,000.00	13,500,000.00
	Transportasi		1450	1450	14,000,000.00	14,000,000.00
Program	Alat Tulis	100	2.9	291	29,000.00	2,904,200.00
	Speaker	1	50	50	500,000.00	500,000.00
	Laptop	1	230	230	2,300,000.00	2,300,000.00
	Projector	1	100	100	1,000,000.00	1,000,000.00
	Buku Tulis	100	2.7	27	270,000.00	270,000.00

	Meja Lipat	100	3	300	30,000.00	3,000,000.00
Printing	Workbook	100	5.5	550	55,000.00	5,500,000.00
	Banner	1	7	7	70,000.00	70,000.00
Miscellaneous	10%			434.8		4,297,420.00
Total				4789.8		47,341,620.00

<https://docs.google.com/spreadsheets/d/1EdGtMpf6xbmQihxesjuewWRiMYHtLtVlt8BM4-Mpkvg/edit?usp=sharing>

Supporting Documentation

Logo



Division Timeline (Rough Timeline)



Timeline



Timeline





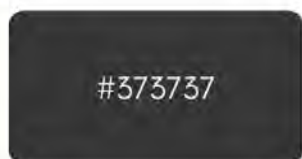
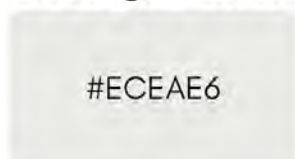
Colour Palette

COLOUR PALETTE

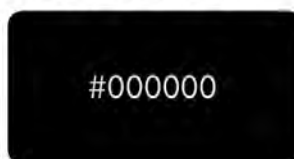
Primary



Backgrounds



Font Color



FONT S

— Fredoka One

Main font (for titles & subtitles)
Lorem ipsum dolor sit amet

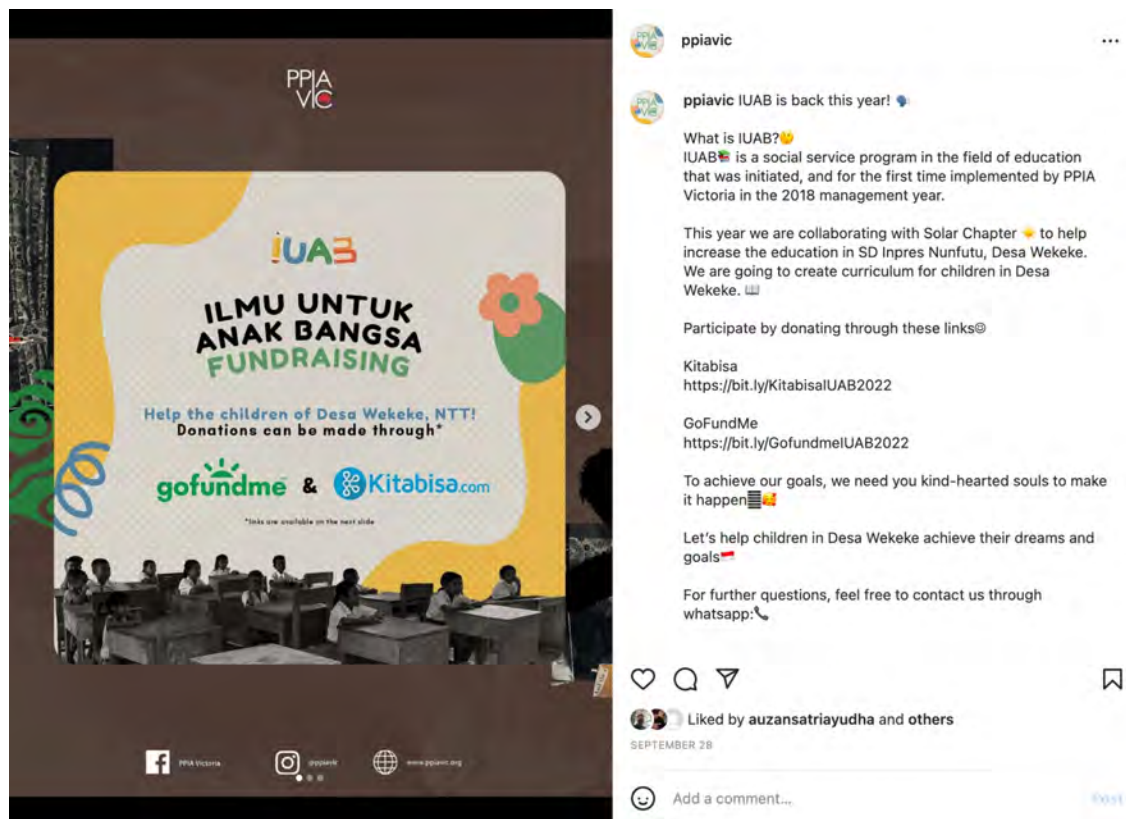
— Glacial Indifference

Secondary font (for contents)
Lorem ipsum dolor sit amet

Workbook Colour Theme



Posts



Proposal (Vendor and Sponsorships)



Daftar Isi	02
Profil Organisasi PPIA Victoria	03
Visi dan Misi PPIA Victoria	05
Tentang IUAB 2022	06
Latar Belakang	07
Tema Proyek	08
Proyek Lampau	09
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Target Anggaran	12
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Komparasi Logo Material	14
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Financial Statement

Laporan Keuangan				
IUAB 2022				
Account	Debit	Credit	Balance	
			Debit	Credit
INCOME				
PO 1: Nasi Kucing	\$523.61			
PO 2: Ayam Geprek	\$590.50			
GoFund Me	\$751.94			
TOTAL INCOME				\$1,866.05



PPIA
VIC