



FUTURETECH ACADEMY
STUDENTS' COUNCIL

FTA Students' Council Meeting For Talent Night Events

Date: 12th November 2025

Time: 2:00 PM – 4:00 PM

Venue: Microsoft Teams

Time: 2:00 p.m. – 3:40 p.m.

Presents:

Won Wan Qi Chloe (President), Theviiniesh A/L Shiva Kumar (SOE Vice President), Prabu A/L Manikavasagam (AE Vice President), Chuah Yi Jia (Secretary), Jeffrey Quah Jun Hooi (Vice Secretary), Lim Ying Yu (Treasurer), Tang Jin Qian (Vice Treasurer), Quah Yi Qian (Head of Media), Fong Zhan Boon (Media), Nicholas Yeoh Zi Feng (Media), Chuan Jing Xuan (Head of Facilities and Events), Loh Wei Sheng (Deputy Head of Facilities and Events), Fitry Adams Bin Nasir (Facilities and Events), Dr. Koh Chong Lin (Teacher advisor SOE), Dr. Tan Shin Yee (Teacher advisor SOE), Mr. Muhammad Ikram Abdul Razak (Teacher advisor AE), Mr. Muhammad Azril Bin Azami (Teacher advisor AE)

1.0 Advertisement & Performer Application

1.1. Poster, Ticket, and Pricing

- The event poster and entry tickets must be finalized and ready by 22 November 2025.
- Ticket price is set at RM 50 per person.
- Prabu (AE Vice President) will be in charge of collecting the names of AE students who are purchasing the tickets.
- The Secretary will compile all collected names into an Excel list for record-keeping.

Media Team

AE Vice President

Secretary

1.2. Performer Application

- Application for performers will remain open until 5 December 2025.
- No participation fee will be charged for performers.
- The target is to recruit 10 performance groups (maximum 3 person per groups).



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- Each group is expected to perform for approximately 3 to 5 minutes.
- Total performance duration is estimated to be around 1 hour and 30 minutes (\pm).
- The final Programme Flow and Bulletin will be shared with the committee once it is completed for review and confirmation.

Vice Secretary

2.0 Event Decoration & Venue Setup

2.1. Auditorium Decoration

- The Facilities Team will be responsible for decorating the auditorium.
- Basic decoration elements will include indoor plants and simple thematic setups suitable for Talent Night.

Facilities Team

2.2. Ombak Area Setup

- The team will obtain lighting quotations for the Ombak area.
- A proposed floor plan will be drafted to outline the layout and lighting arrangement.
- The setup plan and quotations must be reviewed and approved by the Advisors before any further action or purchases are made.

Facilities Team

2.3. Parking Lot Booking

- The number of vehicles belonging to external vendors (e.g., lighting contractors, decorators) must be confirmed in advance.
- The team will coordinate with Ms. Venus to book the required parking lots.
- This booking is to avoid any conflict or overlap with parking allocated for VIPs and participants during the event.

Facilities Team
Secretary



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3.0 Communication & Coordination

3.1 Invitations for VIP Judges

- Invitations will be extended to CEO, CFO, COO, HOD, and AE Top Management.
- These invited VIPs will also be requested to serve as judges for the Talent Night.

3.2 Rehearsal Arrangement

- An estimated two rehearsal sessions will be required.
- The team will book the rehearsal dates with Ms. Venus once confirmed.

3.3 Emcee Assignment

- Thevii (SOE vice president) and Nurina will serve as the Emcees for the event.
- Thevii will take the lead role in coordinating the emcee responsibilities and script preparation.

4.0 Quotations & Vendors

4.1 Lighting at Ombak Area

- The team will source quotations from different vendors for lighting at the Ombak area.
- All quotations and proposed setups must be discussed and approved by the Advisors before finalization.
- The Treasurer will collect the approved quotations and invoices and ensure the payment process is completed smoothly.

4.2 Food Quotation

- The team will obtain food quotations within approximately one week.
- Loh WS (Deputy Head of Facilities and Events) will be in charge of managing and compiling the food quotations.

PSDC CEO, CFO,
COO, HOD,
AE Top
Management (Mr.
Shahjahan
Represent),
Secretary

SOE Vice
President, Nurina

Facilities Team
Treasurer Team

Facilities Team
Treasurer Team



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- The Treasurer will handle the collection of invoices and processing of payments once quotations are approved.

5.0 Others

5.1 MACP License Application

- After confirmation of the number of participants, the Advisors must be informed.
- The Advisors will apply for the MACP license at least two weeks prior to the event to ensure compliance.

5.2 Progress Monitoring & Committee Coordination

- The committee is responsible for regularly updating each other on the progress of their assigned tasks.
- Updates and discussions will be conducted through meetings and discussions to ensure that all preparations for the Talent Night proceed smoothly and on schedule.

Dr. Koh (Teacher
Advisor SOE)

FTA Student
Council
Committees

There being no other matters arising, the meeting was adjourned at 3:40 PM.

Recording Secretary

President

Advisor

Chuah Yi Jia

Won Wanqi Chloe

Dr. Koh Chong Lin