

**ADMINISTRATIVE NOTE FOR AWARD RECIPIENTS  
FOR ANUGERAH MENDAKI 2023 ON 25 NOVEMBER 2023**

**1. Background**

- 1.1. Yayasan MENDAKI (“MENDAKI”) is organising Anugerah MENDAKI on Saturday, 25 November 2023 from 3.00pm to 5.00pm at The Theatre at Mediacorp, Level 3, 1 Stars Avenue, Singapore 138507.
- 1.2. Anugerah MENDAKI was introduced the same year MENDAKI was established in 1982, to recognise and honour Singapore Muslim students who had done exceptionally well in the national examinations. The ceremony in November will be held for students who had taken the Nitec and Higher Nitec (ITE), Polytechnic, LASALLE, NAFA, NIE, NUSHS diploma and bachelor’s degree (University). We will be presenting the Anugerah Gemilang MENDAKI, Academic Achievement Awards, Anugerah Belia Cemerlang, Special Achievement Award for Excellence (non-academic), Anugerah Cemerlang MENDAKI and Anugerah MENDAKI awards.
- 1.3. Close to 950 award recipients, families, and guests are expected to attend the event. Malay/Muslim Members of Parliament would also be attending the event.
- 1.4. Please find below the administrative details of the event.

**2. Event Details & Programme**

- 2.1. The event details are as follows:

<b>Event</b>	Anugerah MENDAKI 2023
<b>Day, Date</b>	Saturday, 25 November 2023, 3.00pm to 5.00pm ( <i>Recipients to be seated by 1.45pm</i> )
<b>Venue</b>	The Theatre at Mediacorp Level 3 1 Stars Avenue, Singapore 138507
<b>Guest-of-Honour</b>	Mr Desmond Lee Minister for National Development and Minister-in-charge of Social Services Integration
<b>Host</b>	Mr Masagos Zulkifli Bin Masagos Mohamad Minister for Social and Family Development Second Minister for Health Minister-In-Charge of Muslim Affairs, and Chairman of Yayasan MENDAKI
<b>Attire</b>	Formal wear (coat without tie) or long-sleeved shirt (Gentlemen) Blouse with skirt/pants (Ladies)

	School uniform with blazer and school tie (For recipients who are still in school)
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Time	Event
1.45 pm	Arrival and registration of Anugerah MENDAKI recipients
2.00 pm	Admin briefing for recipients
2.30 pm	Arrival of family members and invited guests
2.45 pm	Guests to be seated
2.50 pm	Arrival of Minister Masagos Zulkifli
2.55 pm	Arrival of Guest-of-Honour Minister Lee
3.00 pm	Arrival of GOH into Theatre Minister Lee
	Welcome remarks by Emcees
3.05 pm	"Reflections: Words of Inspiration from Anugerah MENDAKI Alumni" Video Screening
3.10 pm	Speech by Minister Lee
3.20 pm	Presentation of Awards by Minister Lee to <ul style="list-style-type: none"> <li>• Anugerah Gemilang MENDAKI recipients;</li> <li>• Academic Achievement Award recipients;</li> <li>• Anugerah Belia Cemerlang recipients;</li> <li>• Special Achievement Award for Excellence (non-academic) recipients and</li> <li>• Anugerah Cemerlang MENDAKI (University) recipients</li> </ul>
3.35 pm	Performance (1)
3.40 pm	Presentation of Awards by Minister Masagos to <ul style="list-style-type: none"> <li>• Polytechnic Diploma recipients;</li> <li>• LASALLE &amp; NAFA Diploma recipients;</li> <li>• NIE Diploma recipients;</li> <li>• NUSHS Diploma recipients and</li> <li>• ITE NITEC and Higher NITEC Diploma recipients</li> </ul>
4.10 pm	Performance (2)
4.15 pm	End of Ceremony Mingling with award recipients
5.00 pm	End of Programme

### 3. Reporting time

- 3.1. Award recipients are required to arrive by 1.45pm and be seated for a compulsory briefing.
- 3.2. If recipients fail to attend the briefing, they may not be receiving their award(s) on stage during the ceremony but will be receiving the award(s) at the end of the ceremony.
- 3.3. Guests/Non-Award recipients are advised to arrive punctually and be seated by 2.45pm.

### 4. Dress Code

- 4.1. Recipients are encouraged to be formally dressed. Formal wear (coat without tie) or long-sleeved shirt for Gentlemen and Blouse with skirt/pants for Ladies.
- 4.2. Recipients who are still in school are encouraged to put on your school uniform with blazer and school tie.
- 4.3. Recipients and guests who are inappropriately dressed (ie. Jeans, Bermudas, shorts, t-shirt, sneakers, slippers, etc) will not be allowed entry.

### 5. Getting to The Theatre at Mediacorp

- 5.1. The event will be held at The Theatre at Mediacorp, 1 Stars Avenue Singapore, Singapore 138507. See Annex A for location map of Mediacorp.
- 5.2. Shuttle Service
  - i. Free shuttle services will be provided from One-North station (CC23) to The Theatre at Mediacorp **before** the ceremony.
  - ii. Pick-up point: Bus stop near Exit A, One-North station (CC23) at:
    - a. 1.00pm, 1.10pm, 1.20pm and 1.30pm for award recipients;
    - b. 2.00pm, 2.10pm, 2.20pm and 2.30pm for parents.
  - iii.



- iv. Drop-off point: Level 1, The Theatre at Mediacorp, near main entrance.



- v. Our ushers will be there to receive you at the pick-up and drop-off point.

### 5.3. Driving

There are limited parking lots available at One-North, Mediapolis. Other public carparks are located at One-North Park, Infinite Studios, Solaris, Fusionopolis, Fusionopolis2 and Galaxis. Recipients and Guests are not allowed to park within The Theatre at Mediacorp.

### 5.4. Taxi/Private Hire Car

The drop-off point for taxi or private hire car is at the new Mediacorp campus. You may indicate Mediacorp campus, 1 Stars Avenue, Singapore 138507 as the drop-off point.

### 5.5. Public Transport

- i. If you are taking **public bus** to Mediacorp, you may take Bus 191 at Buona Vista Station (Exit D) bus stop (11369) or Opp One-North Station/Galaxis bus stop (18151) and alight at Mediacorp Campus bus stop (18201).
- ii. Then, you may proceed to walk 5 minutes from the bus stop to The Theatre at Mediacorp.
- iii. If you are taking **MRT** to Mediacorp, you may alight at the One-North station (CC23) and exit from Exit A. You may wish to take the shuttle service we are providing.

## 6. Admission

- 6.1. Direction to The Theatre from the drop-off point (para 5.3.i). Please refer to the images below.

Photo 1: Drop-off and Entry point if you are taking public transport / taxi / private hire car

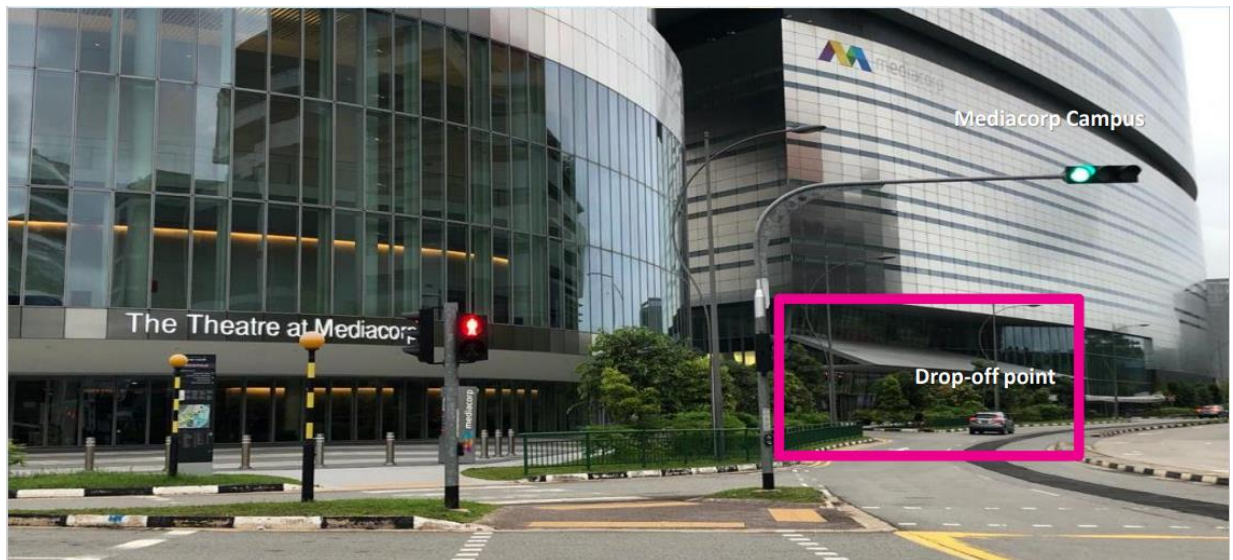


Photo 2: Upon arriving at the new Mediacorp campus, please take the escalator located on the left of the drop-off point. Please take that escalator up to the Box Office and Theatre Main Entrance at level 3.

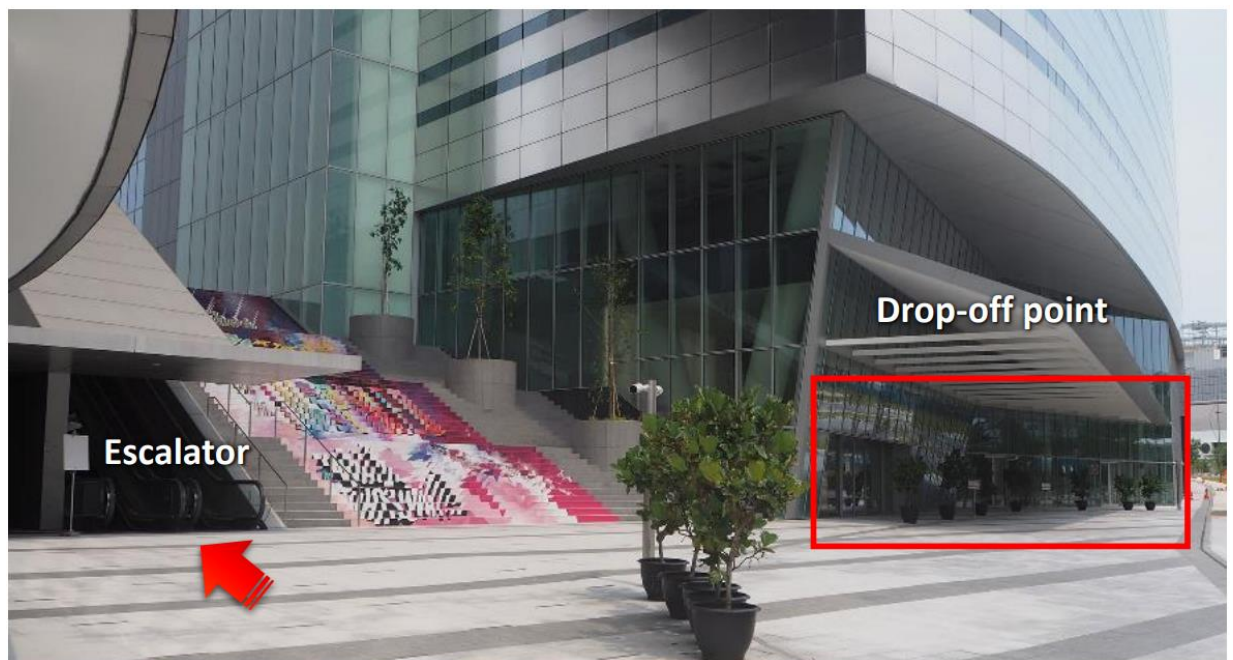
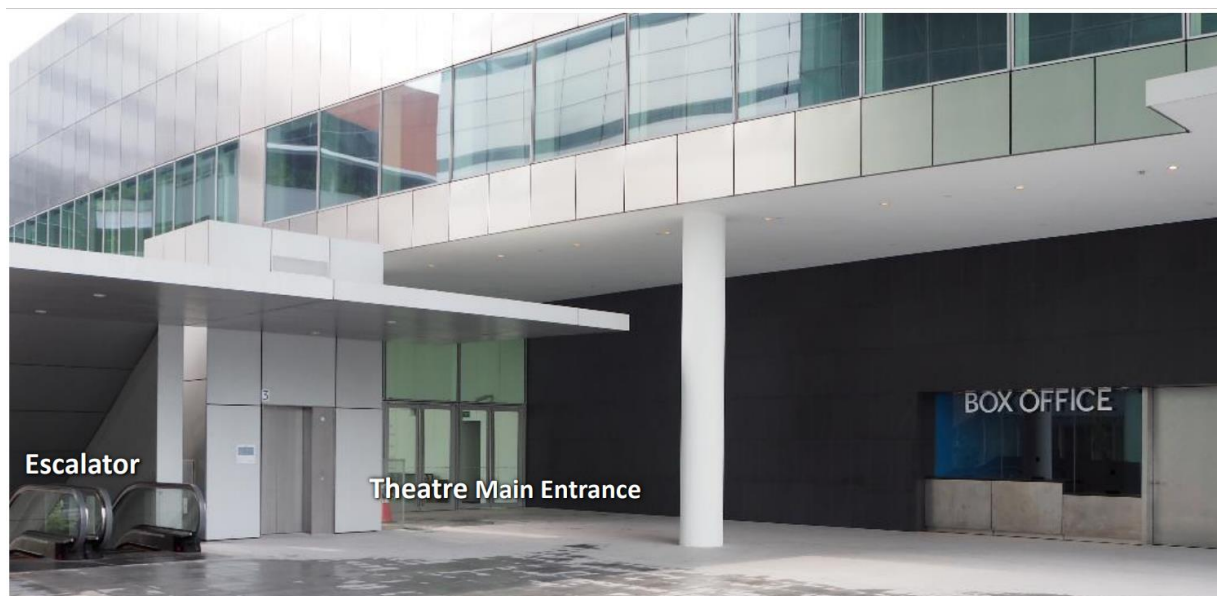


Photo 3: Box Office and Theatre Main Entrance



- 6.2. Direction to The Theatre Main Entrance from One-North Park Public Carpark. Please refer to the images below.

Photo 4: Please take STAIRCASE 1 from the carpark, turn right upon exit and walk towards the direction as shown below to reach the Box Office and Theatre Main Entrance.



- 6.3. Please prepare the following document for registration:
- i. E-mail invite – provided in the e-mail sent to you. Do ensure that QR codes for you and your family members (as per RSVP-ed) are provided in your e-mail invite to be scanned during registration.
- 6.4. If you or your family members will be using a wheelchair to the ceremony, please inform us in advanced. Please approach our staff deployed at the drop-off point at Mediacorp campus for assistance. Please note that Personal Mobility Devices (PMDs) are not allowed entry to the event venue.
- 6.5. As required by Mediacorp, they will conduct bag checks you enter the theatre. This is for security purposes. Please avoid bringing food, drinks, and metal objects.

## **7. Listing of Award Recipients**

- 7.1. In our support towards sustainable efforts, you may refer to the digital list of awards recipients available here: <https://www.mendaki.org.sg/raikanilmu/anugerah-mendaki/>.

## **8. Presentation of Award on Stage**

- 8.1. Upon registration, each award recipient will be given two cue cards. You are required to write your full name in capital letters on the two cue cards. Please always keep these cue cards on you as this is required for the award presentation and certificate collection.
- 8.2. A marshal will direct you to the door for you to enter and take your seat.
- 8.3. When it is your turn to receive the award on stage, a marshal will prompt you to join the queue.
- 8.4. When you are on stage:
- a) You will hand over one (1) cue card to the emcee.
  - b) As your name is announced, you will walk briskly across the stage and shake hands/give *salam Mufti* with the GOH and CEO. Thereafter you will hold the folder at one end while the GOH will hold the folder at the other end.

## **9. Collection of Award Certificate**

- 9.1. After leaving the stage, a marshal will direct you to the certificate collection area.
- a) You will hand over the other cue card to the officer in charge.
  - b) The officer will provide your certificate. Please confirm your details on the certificate are accurate.
- 9.2. Please return to your seat inside the theatre after you have collected your certificate.

## **10. Photograph of Award Recipient**

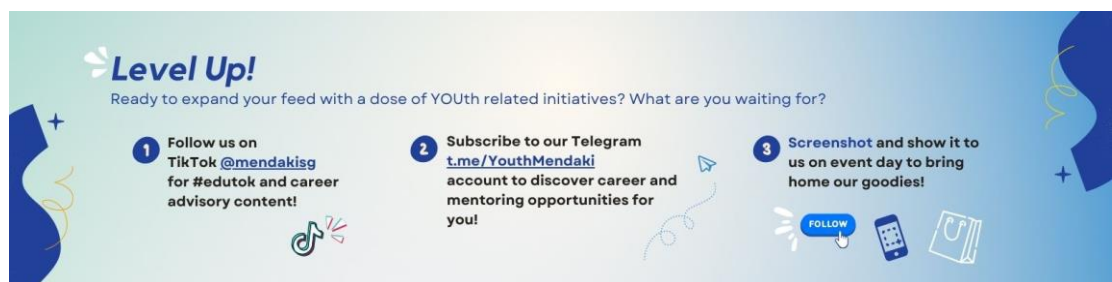
- 10.1. The photograph taken on stage with the GOH will be available for download at [www.mendaki.org.sg/raikanilmu/anugerah-mendaki](http://www.mendaki.org.sg/raikanilmu/anugerah-mendaki) after the event.

## **11. Mediacorp's House Rules**

- 11.1. Proper footwear must be worn at all times while onstage. No bare feet or open toe shoes are allowed.
- 11.2. Food and beverages are not allowed within The Theatre.
- 11.3. Smoking is only allowed at the designated area, outside the Venue.

## **12. Post-event**

- 12.1. Recipient and parents may proceed to reception for hi-tea refreshments.
- 12.2. You are encouraged to take photo at the photo booth for you to upload and share on MENDAKI's social media platforms. Do tag #AnugerahMENDAKI when you do a social media posting.
- 12.3. Each award recipient is entitled to one goodie bag only, upon successful completion of following the instructions below. To collect your goodie bag, please proceed to our officers at the Box Office counter outside the theatre main entrance after the event. You need to show proof of following or subscribing to us. Please refer to the e-banner below for instructions.



### 13. Enquiries

- 13.1. We seek your understanding in adhering to the administrative details to ensure a smooth and a pleasant experience at the event for all recipients and guests.
- 13.2. If you require further clarifications, please contact Ms Hasanah / Mr Shaik at 8892 7915 / 8893 6079 or email to [awards@mendaki.org.sg](mailto:awards@mendaki.org.sg)
- 13.3. We look forward to receiving you at the event.

Thank you.



Location map of Mediacorp

Photo 5: Location map of Mediacorp

