FINAL REPORT THE ROLE OF EVENT PLANNER IN NATIONAL COLLEGIAN LEADERSHIP MANAGEMENT TRAINING



This report is written to fulfill the requirement of subject on the final report in English Department

By

Debby Fifiyanti

061230900698

STATE POLYTECHNIC OF SRIWIJAYA
PALEMBANG

2015

APPROVAL SHEET FINAL REPORT

THE ROLE OF EVENT PLANNER IN NATIONAL COLLEGIAN LEADERSHIP MANAGEMENT TRAINING



By Debby Fifiyanti 0612 3090 0698

Approved by

Palembang,

July 2015

Second Advisor,

Drs. Zulkifli SN.AN, M.Pd

NIP. 196112251989031004

First Advisor,

Koryati, S.Pd, M.Pd

NIP. 198108312005012003

Acknowledged by

Head of English Department

Dra. Tiur Simanjuntak, M. Ed. M

NIP. 196105071988032001

THE ROLE OF EVENT PLANNER IN NATIONAL COLLEGIAN LEADERSHIP MANAGEMENT TRAINING

FINAL REPORT

By:

Debby Fifiyanti

061230900698

Approved by the examiners commitee,

Signature

Dra. Risnawati, M.Pd

ID. 1968040119944032001

Munaja Rahma, S.Pd, M.Pd

ID. 197405162002122001

Eriza, S.Pd, M.Pd

ID. 196205051988032002

Iskandar Rosyidin, S.Pd, M.Pd

ID. 197006212002121001

Rglum

BRIS

ACKNOWLEDGMENT

First of all, I would like to say thanks to Allah SWT, God of the universe, for all the blessings and guidance so finally the writter can complete my final report entitled "The Role of Event Planner in National Collegian Leadership Management Training". On this opportunity, she also would like to dedicate her appreciation for everyone who has given me great supports and helps in completing this final report.

- 1. My beloved parents (Mr. Darmadi and Mrs. Desi Riyanti) who always support me, both material and moral support.
- 2. My beloved brother and sister (Denis Alfiandi and Dian Maharani)
- 3. R.D Kusumanto, ST. M.T as Director of State Polytechnic of Sriwijaya.
- 4. Dra. Tiur Simanjuntak, M.Ed.M. as the Head of English Department.
- 5. Drs. Zulkifli SN.A.N, M.Pd and Koryati, S.Pd, M.Pd as my first and second advisor.
- 6. All my lecturers of English Department.
- 7. Mrs. Lina, Mrs. Warti, Mr. Nanang as staff in English Department
- 8. *Badan Eksekutif Mahasiswa Polsri* as the resources that giving the data and information about National Collegian Leadership Management Training
- 9. My beloved friends in 6 BB, espesially "*Punk Family*" Dina, Dessy, Herlina, Febriyeni and my deksmate during 3 years M. Iqbal
- 10. My beloved second family in *Kemahasiswaan Polsri* (Kak Zia, Abang Midun, Kak Umang, Buk Ema, Pak De, Babe and Kak Hatta)
- 11. My beloved partners in *Kementerian Aspirasi dan Advokasi BEM POLSRI* (Agung, Bembi, Faldy, Hirzan, Venny and Tantri)
- 12. My best partner, motivator, inspirator and all at once amazing enemy, thank for your motivation and inspiration.

Motto and Dedication

The most powerful people are the people who trust and rely on God himself
(Albert Einstein)

Sebaik-baiknya manusia adalah orang yang bermanfaat bagi orang lain
(HR. Thabrani and Daruquthni)

Dedicated to:

This study is dedicated to my beloved parents (Mr. Darmadi and Mrs. Desi Riyanti), my brother and sister (Denis Alfiandi and Dian Maharani), my beloved friends at *Badan Eksekutif Mahasiswa Polsri* and *UKM Olahraga Polsri*, my beloved friends at English Department (6BB Class). Therefore without their help, support and pray, this study could not be completed.

PREFACE

Assalamualaikum, Wr. Wb

First of all the writer would you like to thank for Allah SWT because of his

mercy and bless, the writer could finish the final report will entitled "The Role of Event

Planner in National Collegian Leadership Management Training ". This report

contained information related to subject about MICE and event planner.

At last, the writer believes that this report is far from being perfect, so the writer

need critics and suggestions from the reader to make it better. The writer hopes that the

report will be usefull for students at State Polytechnic of Sriwijaya Palembang

especially for students of English Department.

Palembang, May 2015

DF

ABSTRACT

The Role of Event Planner in National Collegian Leadership Management Training

(Debby Fifivanti, 2015, 37 Pages, 7 Tables, 2 Charts 14 Pictures)

The title of this final report is the role of event planner in National Collegian Leadership Management Training. The problem is what is the role and impact of event planner National Collegian Leadership Management Training. The purpose of this final report is to know about the role of event planner in National Collegian Leadership Management Training. The method of this report was qualitative descriptive method. The writer collected data through observation and interview. The object of research was National Collegian Leadership Management Training that holds on 13rd until 17th April 2015 in State Polytechnic of Sriwijaya. This event was seminar national event; there was many national sepakers such as: Marzuki Alie, Mgs. Syaiful Faldy, Hamzah Izzulhag, Pangdam II Sriwijaya, Hendi Kurniah, Benny Hendrawan and TNI AL., the Event Planner has impact to make this successful event. National Collegian Leadership Management Training is according to expectations because all of event planner in this event does their desk job. They were also as a conceptor and executioner in this event. Event planner also had important role in the implementation of an event. It becomes a regulator of the entire event capable of supporting elements that work together to produce a series of successful events, both the organization and the purpose of the event. Event Planner will manage and oversee the many people who supported the event and the event needs to fit the predetermined concept.

TABLE OF CONTENTS

TITLE	i
APPROVAL SHEET ACKNOWLEDGEMENT MOTTO AND DEDICATION PREFACE ABSTRACT TABLE OF CONTENTS LIST OF TABLE	ii
	iii
	v
	vi
	vii
	viii
	X
TABLE OF CHART	xi
CHAPTER I INTRODUCTION	
1.1 Background	1
1.2 Research Problem	3
1.3 Problem Limitation	3
1.4 Research Formulation	3
1.5 Purpose	3
1.6 Benefit	4
CHAPTER II LITERATURE REVIEW	
2.1 Definition of MICE	5
2.1.1 Meetings	6
2.1.2 Incentive	6
2.1.3 Conference	7
2.1.4 Exhibition	7
2.1 Aims of MICE Industry	7
2.3 Definition of Seminar	8
2.3.1 The Function of Seminar	8

2.3.2 The Characteristic of National Seminar	8
2.4 Definition of Event Planner	8
2.4.1 The Role of Event Planner in Event	9
2.4.2 The Function of Event Planner	10
2.4.3 Step Making the Event	10
CHAPTER III RESEARCH OF METHODOLOGY	
3.1 Method of Report	11
3.2 Subject of Report	11
3.3 Techniques for Collecting Data	
3.4 Techniques for Analyzing the Data	13
CHAPTER IV FINDINGS AND DISCUSSION	
4.1 Findings	11
4.1.1 The Result of the Observation	14
4.1.2 The Result of the Interview	31
4.2 Discussion	32
4.2.1 The Role of Event Planner in National Collegian	
Leadership Management Training	32
4.2.2 The Impact of Event Planner in National	
Collegian Leadership Management Training	33
4.2.3 The Connection Between MICE and National	
Collegian Leadership Management Training	34
CHAPTER V CONCLUSION AND SUGGESTION	
5.1 Conclusion	36
5.2 Suggestion	37
REFERENCES	38
APPENDICES	

LIST OF TABLE

Table 1 The Approximate Estimation	18
Table 2 The Activity in First Day of NCLMT	22
Table 3 The Activity in Second Day of NCLMT	25
Table 4 The Activity in Third Day of NCLMT	27
Table 5 The Activity in Forth Day of NCLMT	28
Table 6 The Activity in Fifth Day of NCLMT	30
Table 7 The Result of Interview	31

LIST OF CHART

Chart 1. The Structure Organizer Event Planner in	
National Collegian Leadership Management Training	15
Chart 2. The Draft of the Location	17