

**TABLE OF CONTENT**

<b>FINAL PAPER</b> .....	i
<b>LAPORAN AKHIR</b> .....	ii
<b>HALAMAN PENGESAHAN</b> .....	iii
<b>PERNYATAAN BEBAS PLAGIASI</b> .....	iv
<b>ACKNOWLEDGMENT</b> .....	v
<b>INTISARI</b> .....	vi
<b>ABSTRACT</b> .....	vii
<b>TABLE OF CONTENT</b> .....	viii
<b>LIST OF PICTURES</b> .....	xi
<b>LIST OF CHARTS</b> .....	xii
<b>LIST OF TABLES</b> .....	xiii
<b>CHAPTER 1. INTRODUCTION</b> .....	1
1.1 Background of Study.....	1
1.2 Objectives of Study .....	3
1.3 Scope of Study .....	3
1.4 Methods of Study .....	3
1.4.1 Method of Collecting the Data .....	4
1.4.2 Method of Analyzing the Data .....	4
1.4.3 Method of Presenting the Data .....	4
1.5 Presentation .....	5
<b>CHAPTER 2. PROFILE OF SUB-DIRECTORATE OF ALUMNI RELATIONS UGM6</b>	
2.1 The Brief History of Sub-Directorate of Alumni Relations UGM.....	6
2.2 Vision & Missions.....	7
2.2.1 Vision.....	7
2.2.2 Missions.....	7
2.3 The Office Location .....	7
2.4 The Purpose of the Organization.....	7
2.5 Organizational Structure .....	8
2.5.1 Task and Responsibilities .....	8
2.6 Services .....	9
2.6.1 Alumni Relations Services .....	9
2.6.1.1 KAGAMA Card Registration .....	10



2.6.1.2 Certificate and Transcript Legalization .....	10
2.6.1.3 Alumni Verification .....	11
2.6.1.4 Alumni Scholarship .....	11
2.6.2 Career Development .....	12
2.6.2.1 UGM Integrated Career Days .....	12
2.6.2.2 Recruitment Information.....	12
2.6.2.3 Tracer Study.....	13
2.7 Facilities .....	14
2.7.1 Front Office .....	14
2.7.2 Lounge .....	14
2.7.3 Meeting Room .....	15
2.7.4 Room Office .....	15
2.7.5 Pray Room .....	16
2.7.6 Kitchen.....	16
2.7.7 Bathrooms.....	16
2.7.8 Warehouse .....	17
2.7.9 Parking Lot .....	17

### **CHAPTER 3. EVENT MANAGEMENT OF THE UGM INTEGRATED CAREER DAYS 2019 BY THE SUB-DIRECTORATE OF ALUMNI RELATIONS UGM .....**18

3.1 Stages of Event Management.....	18
3.2 Brief Description of UGM Integrated Career Days 2019 .....	21
3.3 The Event Management of UGM Integrated Career Days 2019.....	22
3.3.1 Preparation.....	22
3.3.1.1 Conducting Research .....	22
3.3.1.2 Recruiting Committees .....	23
3.3.1.3 Conceptualizing the Grand Design .....	24
3.3.1.4 Deciding the Event Venue .....	26
3.3.1.5 Offering Sponsorship Proposals .....	26
3.3.1.6 Getting Sponsors and Partners .....	29
3.3.1.7 Publishing the Information of UGM Integrated Career Days 2019.....	30
3.3.1.8 Preparing Event Area.....	32
3.3.2 Implementation.....	34
3.3.2.1. UGM Integrated Career Days, Day 1 .....	34
3.3.2.2. UGM Integrated Career Days, Day 2 .....	40



UNIVERSITAS GADJAH MADA	3.3.3 Evaluation .....	42
<b>CHAPTER 4. CONCLUSION AND SUGGESTION .....</b>		<b>44</b>
4.1 Conclusion.....	44	
4.2 Suggestion .....	45	
<b>WORKS CITED.....</b>	<b>46</b>	
<b>APPENDICES .....</b>	<b>47</b>	