

| <u>Event Evaluation Checklist</u> | | |
|--|--|---------------|
| Event Overview | | Remark |
| Event Title | : Battery Presentation to Installer | |
| Event Location | : Mandalay Office | |
| Date of Event | : 26-Feb-2025 | |
| Time | : 02:00PM to 4:00PM | |
| | | |
| Event Information | | Remark |
| Installer List | : 16 Person | |
| Event Expense | : 900,000 MMK | |
| To Purpose | : To get Installer network : To Achieve branch Target : To get brand awareness | |

Event Agenda

Date of event : 26-Feb-2025

Event Title : Battery Presentation to Installer

Time to be held : 02:00 PM

Event Venue : Mandalay Office

| No | Date | Time | Description | Remark |
|----|-----------|----------------|-----------------------------------|--------|
| 1 | 26-Feb-25 | 02:00 to 03:00 | Battery presentation to Installer | |
| 2 | 26-Feb-25 | 03:00 to 03:30 | Discussion with Installer | |
| 3 | 26-Feb-25 | 03:30 to 04:00 | Lunch Time | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Note:

Event Estimate Budget

| No | Description | Qty | Unit | Price | Amount |
|----|--------------------------|-----|------|---------|---------|
| 1 | Water bottle (0.3) | 3 | Pkg | 6,000 | 18,000 |
| 2 | Coffee and Snack Charges | 20 | Pax | 12,000 | 240,000 |
| 3 | Present Bag | 20 | Pcs | 3,500 | 70,000 |
| 4 | TA Charges (3 Person) | 3 | day | 45,000 | 135,000 |
| 5 | Guest House Charges | 3 | Pax | 45,000 | 135,000 |
| 6 | Fuel Charges | | | 300,000 | 300,000 |
| | | | | | 898,000 |

Attendance Installer List

| No | Name | Contact No. | Address | Total People |
|----|--------------------|--------------|----------|--------------|
| 1 | Ko Nay Myo Zaw | 09-2051571 | Mandalay | 1 |
| 2 | Ko Aye Min Htun | 09-444449404 | Mandalay | 1 |
| 3 | Ko Khaing Kyaw Oo | 09-789920473 | Mandalay | 1 |
| 4 | Ko Han Htun Naing | 09-774855292 | Mandalay | 1 |
| 5 | Ko Kyaw Min Khant | 09-771083199 | Mandalay | 1 |
| 6 | Ko Kaung Khant Zin | 09-444024105 | Mandalay | 1 |
| 7 | Ko Min Soe Oo | 09-960136168 | Mandalay | 1 |
| 8 | Ko San Min Oo | 09-443445966 | Mandalay | 1 |
| 9 | Ko Aung San Lwin | 09-259173545 | Mandalay | 1 |
| 10 | Ko Aung Zaw Htay | | Mandalay | 1 |
| 11 | Ko Aye Min | 09-790966609 | Mandalay | 1 |
| 12 | Ko Kyaw | 09-43014069 | Mandalay | 1 |
| 13 | Ko Kyaw Kyaw Win | 09-402625101 | Mandalay | 1 |
| 14 | Ko Myo Han | 09-797286134 | Mandalay | 1 |
| 15 | Ko Kyaw Thu | 09-777157145 | Mandalay | 1 |
| 16 | Ko Si Thu | 09-973821243 | Mandalay | 1 |

MDY EVENT ATTENDANT MANPOWER LIST

| No | BU/DIV Name | MP | Employee Name | Department | Position | LOCATION | GO BY | Remark |
|--------------|-------------|----------|---------------|-------------------|----------|----------|---------|--------|
| 1 | RE- BU | 1 | Phyo Thu | Management | AGM | Yangon | 3I-1627 | |
| 2 | RE- BU | 1 | Aung Myat Thu | Sales & Marketing | DH | Yangon | | |
| 3 | RE- BU | 1 | Aung Ko Ko Oo | Service | DH | Yangon | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| Total | | 3 | | | | | | |

Event Preparation Checklist

| No | Description | Qty | PIC | Remark |
|------------------|---|---------|--|------------|
| 1 | Customer Present List (Marketing Tools) | 16Pcs | Aung Myat Thu | Hot Bottle |
| 2 | Presentation for Battery | 1 | Phyo Thu/Aung Ko Ko Oo, Aung Myat Thu | |
| 3 | Gift Bag | 16Pcs | Aung Myat Thu | |
| 4 | Attended List | 1 | Aung Myat Thu | |
| 5 | Projector and Stand | 1 set | Aung Myat Thu | |
| 6 | Vinyl & Stand | 3Pcs | Aung Myat Thu | |
| 7 | Event Record Photos | | Aung Myat Thu | |
| 8 | Coffee and Snack Charges | 240,000 | Aung Myat Thu | 20Pax |
| 9 | Other Charges | 90,000 | | |
| 10 | TA , Fuel & Motel Charges | 570,000 | Aung Myat Thu | 3 Persons |
| The Whole Budget | | 900,000 | | |