

**APPRENTICESHIP REPORT
PEKANBARU EVENT ORGANIZER**

**Ardi Wijaya
5504201022**



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
ENGLISH DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS – RIAU
2023**

APPROPAL SHEET

This is to certify that we have examined the apprenticeship report of **Ardi Wijaya, Reg Number 5504201022** who did the apprenticeship at Pekanbaru Event Organizer, started from Desember 5th 2023 to January 11th 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 11th 2023

Acceptance by:

Advisor



Deris Sukma, M. Pd

NIP. 199209222022031004

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APPRENTICESHIP REPORT

PT. PEKAN SEMESTA GEMILANG

This writing is as one of the requirements to complete the Intership

Ardi Wijaya
54504201022

Bengkalis, January 11th, 2024

Admin of Pekanbaru Event
PT. Pekan Semesta Gemilang



Diky Wahyudi

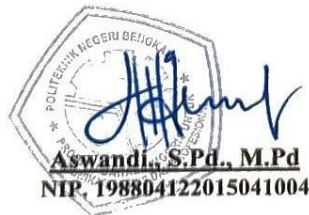
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Communication Study Program



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Head Of English For Business and Professional Communication Study Program



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Praise to the Almighty God, whose blessings and grace have enabled the completion of the apprenticeship report at Pekanbaru Event Organizer. Apprenticeship is a transformative journey undertaken by students at esteemed organizations, fostering the acquisition of knowledge and skills. From the inception of this endeavor to its culmination in this report, numerous individuals have played pivotal roles by offering unwavering support, guidance, and invaluable advice. It is with heartfelt gratitude that the writer extends appreciation to:

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Ms. Diah Paramita Sari, M., Pd as the Head of the Language Department.
3. Mr. Aswandi, M.Pd, as the Head of D-IV English for Business and Professional Communication Study Program.
4. Ms. Arita Destianingsih, M.Pd, as the guiding lecturer.
5. Ms. Pretti Ristra, S.Pd., M.Ed., as the diligent apprenticeship coordinator.
6. Mr. Doris Sukma, M.Pd. as the insightful apprenticeship advisor.
7. The entire staff of Pekanbaru Event Organizer, whose kindness and understanding made the apprenticeship memorable.
8. Special gratitude to my family and parents, who selflessly sacrificed, supported, prayed, and devoted time, energy, and resources to facilitate my academic journey.
9. Gratitude to all those who have touched the author's life, too numerous to mention individually. Your presence has been a profound blessing.

I am extends heartfelt gratitude to all the management and staff of Pekanbaru Event Organizer for the invaluable opportunities and guidance provided throughout the practical work period. Their involvement not only as event organizers but also as a source of inspiration has significantly enriched the writer's understanding of intricate industrial dynamics.

I am humbly apologizes if any errors or behaviors perceived as unpleasant were exhibited during the practical work at Pekanbaru Event Organizer. With humility, I am acknowledges the imperfections within this report and welcomes all constructive criticism and suggestions with the anticipation that they will positively contribute to future improvements.

Despite I am sincere efforts to minimize errors, this report acknowledges its imperfections and seeks constructive feedback for further refinement. In conclusion, I am genuinely hopes that this report proves beneficial to both readers and fellow students, and welcomes any insights that mayh enhance its quality.

Pekabaru, 11 January 2024



Ardi Wijaya
Reg. Number 5504201022

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CAPTER 1 INTRODUCTION

1.1 Background of the Apprenticeship

Politeknik Negeri Bengkalis is one of the State Polytechnics located in Bengkalis, Riau, Indonesia. Politeknik Negeri Bengkalis is the first Polytechnic in Riau which was established in 2000. Through the Gema Bahari Foundation, its name for the first time was "Politeknik Pelayaran Bengkalis". On July 29, 2011, the Bengkalis Polytechnic officially became a state-owned university with the name Negeri Bengkalis Polytechnic through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment of the Organization and Work procedures of the Bengkalis State Polytechnic. On December 26, 2011, Politeknik Negeri Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Politeknik Negeri Bengkalis has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the fields of Shipbuilding Engineering, Ship Engineering Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Commercial Shipping Management, Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication and Software Engineering.

Field Work Practice (PKL) or Apprenticeship is one of the requirements that must be met by every student. At this time the smooth flow of information between the industrial world and education is very important in order to create harmony between the two. Therefore, Field Work Practice is a good place for students to interact directly with the industrial world.

The development of science allows everything to become more sophisticated. This encourages the world of work to get human resources who have superior abilities by meeting all the needs that exist in the world of work. The need to obtain reliable human resources also makes companies more effective in recruiting labor. This is a natural thing considering that companies must get workers who have the ability to build their companies. This triggers students to prepare themselves as well as possible by improving Hard Skills and Soft Skills while in lectures to face competition in the world of work.

Therefore, to empower human resources in Indonesia, Politeknik Negeri Bengkalis as one of the State Universities in Riau Province is expected to be able to produce quality graduates so that they can compete in the world of work. To meet these expectations, the Bengkalis State Polytechnic created a program that can help its graduates become qualified graduates, namely the Practical Work (KP) program. By participating in Practical Work, students will gain experience of direct assignments into the real world of work by practicing the theories that have been learned.

Practical Work is a learning process by directly recognizing the scope of the real world of work. Each student is required to go directly to the world of work which is their respective fields so that each student is expected to be able to directly apply the knowledge that has been learned before into the world of work. In addition, with Practical Work, students can increase their knowledge, skills, and experience in working which can later be applied in the real world of work. To do practical work, students must complete up to eight semesters of study and graduate in that semester.

The English for Business and Professional Communication Study Program hopes that with practical work students can know firsthand how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. Consequently, after completing practical work, each student is required to make a work report when carrying out practical work so that students can be accountable for the results obtained from the practical work.

Based on the above, the author as a student of the English for Business and Professional Communication Study Program is required to carry out practical work for a maximum of six months and a minimum of four months. The author has chosen Pekanbaru Event Organizer as one of the places to carry out practical work activities for four months. During the implementation of practical work (KP) the author gets a place in the warehouse section.

The implementation of this practical work starts from Desember 5, 2023 to January 11, 2024. The implementation of this practical work is expected to broaden the author's knowledge about various good and correct task implementation and to be able to face the real world of work with the experience gained.

1.2 Purposes of the Apprenticeship

Practical Work is a series of activities that include an understanding of scientific theories or concepts applied in work in accordance with the study profession. Job Training can add to the discourse, knowledge and skills of students, and can solve scientific problems in accordance with the theory they obtain in college.

The objectives of the implementation of Practical Work activities for Bengkalis State Polytechnic students are:

1. To find the job description carried out during practical work at Pekanbaru Event Organizer.
2. Provide an opportunity for the author to find the place of practical work carried out at Pekanbaru Event Organizer.
3. Provide an opportunity for an author to know the work system and procedures at Pekanbaru Event Organizer.
4. To find out the obstacles and solutions faced when carrying out practical work at Pekanbaru Event Organizer.

1.3 Significances of the Apprenticeship

The benefits of the Practical Work activity for students and Politeknik Negeri Bengkalis are:

1. For the author, the implementation of this practical work can provide information to the author about how job descriptions, work systems and procedures, where practical work is carried out, obstacles and solutions when carrying out practical work at Pekanbaru Event Organize, so as to improve skills and insights both in terms of hardskill and softskill competencies.
2. For the Bengkalis State Polytechnic, the implementation of this practical work is expected to create a good cooperative relationship between the Bengkalis State Polytechnic and Pekanbaru Event Organizer..
3. For the Company, the implementation of this practical work is expected to contribute ideas and reveal problems that arise and provide suggestions in solving problems, so that in the end it can provide benefits for the development of the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Event Organiser is the term for a professional service provider for organising events. In essence, EO's job is to assist its clients in putting on the intended event. Although the client may be constrained in time or budget, using professional EO services is also meant to enable the production of high-quality events.

Pekanbaru EO is a service-oriented company that the client has legally designated to handle all aspects of event organization, including planning, preparation, execution, and assessment. Through the creation of events, EO assists the client in realizing their desired objectives.

In the meantime, our nation's event planner industry has expanded quickly. There are people doing weddings, product exhibits (cars, laptops, handicrafts), and music performances. In actuality, Pekanbaru EO has been practiced for a very long time in Indonesia. In Indonesia, event organizers, or EOs, gained popularity in the 1990s and again in 1998 during the crisis when many people quit their jobs and started looking for other sources of income online, such as Pekanbaru EO.

Pekanbaru Event organizer services are services for planning an event or activity that involve a number of methodical procedures and call for tenacity, seriousness, and cohesive collaboration in situations where the event is jam-packed with deadlines, goals, scheduling, pressure, and solid teamwork.

The foremost imperative thing is the occasion organiser's imaginative thoughts that come to intellect, which are at that point created into a concept. Once the concept is there, at that point begin considering almost how to raise reserves so that the occasion can be run.

2.2 Vision and Mission Pekanbaru Event Organizer

2.2.1 Company Vision

Work for Partners, Organise Activities (Events) and or Facilities (Facilities) in full to convey the message, as needed and in the direction of the goal.

2.2.2 Company Mission

1. Organising activities (events) in an appropriate, targeted, and cost-effective manner.
2. Organisation of activities in the Right Target (Effective), and Right Cost (Efficient).
3. Provision of Facilities & Infrastructure supporting Activities (Events) that are Representative and Quality.
4. Meeting the needs and achieving Partner satisfaction for organising activities (events) and providing facilities / infrastructure through work experience and work networks owned by RKD EO.
5. Implementation of good and correct Corporate Governance Principles.
6. Good Corporate Governance (GCG).

2.3. Kind of Business

Pekanbaru Event organizer are services for arranging an event or activity that entail a variety of systematic procedures and require tenacity, seriousness, and cohesive collaboration in instances where the event is jam-packed with deadlines, goals, scheduling, pressure, and solid teamwork. The most important aspect is the event organizer's creative ideas, which are then developed into a concept. Once the concept is established, begin thinking about how to acquire funds so that the event can be run.

2.4. The Working Process

1. Consultation with Client, the EO will hold a meeting with the client to urge a clear understanding of the event's objectives, vision, and needs. They will tune in carefully to get it the client's desires and give recommendations and concepts that can make strides the quality of the occasion.
2. Arranging and Conceptualising, After picking up a comprehensive understanding of the client's needs, the EO will begin arranging the occasion by drafting a reasonable concept. They will compose all the points of interest such as the topic, area, plan, and affirmed budget.
3. Coordination and Association, the EO will lookout of everything related to the execution of the occasion. They will contact sellers, arrange costs, and sort out contracts with third parties. The EO will too sort out coordinations, such as transport, convenience, and catering for occasion members.
4. Occasion Execution, the EO will guarantee that all arrangements have been completed appropriately. They will manage the course of the occasion, making beyond any doubt everything is on plan and tending to any issues that will emerge.
5. Making Documentation, Making great documentation is an vital step in capturing the minute and guaranteeing data related to the occasion is well recorded. For an EO, great documentation can moreover be utilized as a promoting instrument for future occasions.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In general, I handle tasks related to Content Creator, Video Editor, Graphic Design. the tasks that I have done, I report and coordinate with the social media specialist (as well as the internship supervisor) in directly to be reviewed whether there are revisions or not. if it is appropriate, then the content that I have done is ready to be published (depending on the type). But for some special jobs, I can directly coordinate through the editor.

In the procedure for implementing the practical work process, it is carried out with working time for 5 days from Monday to Friday and 2 days off from Saturday & Sunday. There are several jobs that are done in Pekanbaru Event Organiser:

1. Content Creator
2. Event Organizer
3. Video Editor
4. Graphic Design
5. Publishing Video on Instagram

3.2 System and Procedure

There are several procedures used in Pekanbaru Event Organizer operational activities, especially in the Content Creator sections. In Pekanbaru Event Organizer, the writer is given some authority and responsibility to carry out the following tasks:

1. Create Content Video

A content creator is an individual or group actively engaged in producing various types of content for digital platforms such as Instagram, TikTok, and others. They cover diverse topics, and their success is

measured by the number of viewers and interactions with the audience. Content creators take on roles as producers, writer, and managers of their own social media. Often employing strategies like content planning, collaborations, and understanding platform algorithms to build a strong online community, and here is a detailed explanation of the role and responsibilities of a create content video:

- a. Content Plan, crafting a content plan is a pivotal step to ensure consistency and relevance in content creator. The content plan can be divided into long-term and short-term components. Long-term plans may include growth objectives and overarching content strategies, while short-term plans focus on current plan themes or trends.
- b. Posting Schedule, establishing a regular and consistent posting schedule is key to maintaining audience engagement and building a strong presence on platforms. The posting schedule should account for optimal times to reach your audience, considering factors such as time zones and online habits. By maintaining consistency in posting schedule, can set expectations for audience and build strong relationships with them.
- c. Content Production, involves the creation, editing, and dissemination of relevant and high quality content to audience. The se of appropriate softwre and editing apps is crucial to achieving the desired quality standards. Additionally, paying attention to aspect such as narration, visuals, and sound affects will help enhance the overall quality of the content produce.
- d. Content Marketing, involves efforts to promote content thought various channels and platforms, such as social media and collaboration with other content creators. The goal is to increase exposure for content to a wider audience and expand brand's reach. By employing effective content marketing strategies, can enhance the visibility of content and strengthen online presence.

- e. Content Performance Analysis, analyzing the performance of content allows to understand how the content is received by audience and how can improve it in the future. Thought platform analytics tools like Instagram Insight or TikTok Insight, to track metrics such as views, interactions, and conversions to evaluate the effectiveness of content. By regularly analysing content performance, can identify trends and patterns useful for improving the content strategy.
- f. Evaluation and Adaptation, are continuous processes in building and managing the online presence. This involves taking the tie to reflect on the performance of content, analyzing the feedback receive, and making necessary changes to content strategies. By consistently evaluating and adapting to approach based on results and evolving trends, can ensure that the content relevant and effective in a rapidly changing market.

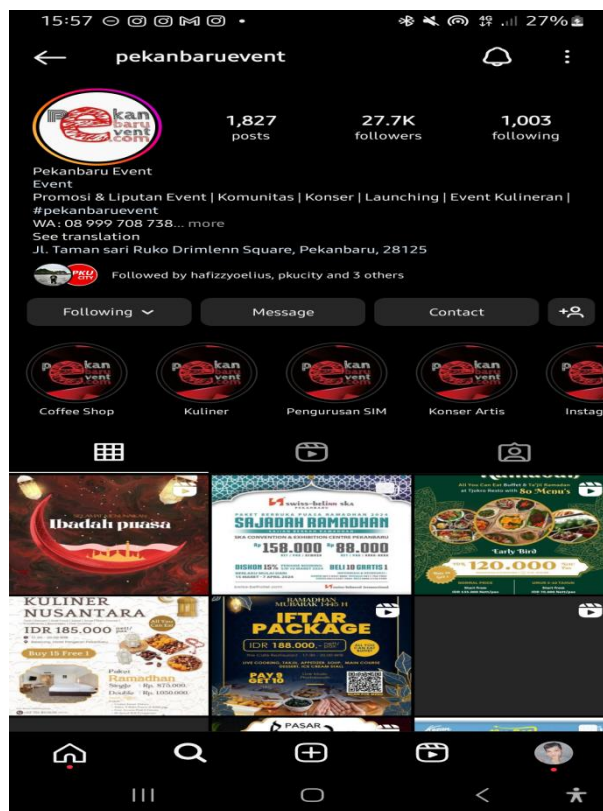


Figure 3.1 Create Content Video
Source: Personal Data

2. Event Organizer

An Event Organizer (EO) is an individual or a company responsible for the planning, execution, and management of various types of events, ranging from business functions to large entertainment gatherings. Their duties involve various aspects, and here are the detailed tasks and responsibilities of an Event Organizer:

- a. **Event Planning**, The EO designs and plans every aspect of the event, including the venue, theme, schedule, and all necessary elements for a successful execution.
- b. **Coordination and Logistics**, EOs are responsible for the overall logistics of the event, such as procuring facilities, equipment, catering, transportation, and managing the event venue.
- c. **Negotiation with Third Parties**, EOs interact with service providers such as vendors, catering services, entertainment providers, and others. They negotiate contracts, arrange costs, and ensure that all parties involved understand the event requirements.
- d. **Marketing and Promotion**, EOs may assist in designing marketing and promotional strategies to increase attendance and ensure the success of the event. This could include online marketing, social media, and other promotional strategies.
- e. **Budget Management**, EOs are responsible for managing the event budget, ensuring that all costs are controlled and do not exceed the limits set by the client or organizing company.
- f. **Security and Safety**, EOs collaborate with security personnel to ensure the safety and security of the event. This includes security planning, deployment of security personnel, and monitoring during the event.
- g. **Time Management**, EOs must effectively manage time to ensure that all elements of the event run according to schedule. This includes timing for each segment of the event and handling any schedule changes that may occur.

- h. Post-Event Evaluation, After the event concludes, EOs conduct evaluations to assess the success of the event, gather feedback, and evaluate aspects that can be improved for future events.



Figure 3.2 Event Organizer

Source: Personal Data

3. Video Editor

A video editor is an individual responsible for editing and assembling video footage to create a cohesive and engaging final product. Their tasks encompass various aspects of video production, and here is a detailed explanation of the role and responsibilities of a video editor:

- a. Understanding Raw Material, Video editors need to comprehend the content of the raw footage to be edited. This includes understanding the narrative, the video's purpose, and the desired visual style.
- b. Cutting and Sequencing, Video editors cut and arrange video clips in a sequence that aligns with the storyline or message. This involves selecting the best clips and organizing them in a logical order.
- c. Timeline Editing, They use video editing software to manipulate and arrange clips on a timeline. This allows them to adjust clip durations, add transition effects, and manipulate audio elements.
- d. Visual Enhancement, Video editors may perform visual enhancements, such as color correction, contrast adjustments, and the addition of other visual effects to make the video look more professional and appealing.

- e. **Audio Editing**, In addition to visual elements, audio editing is a crucial part. This includes adjusting sound levels, adding background music, or removing unwanted noise.
- f. **Special Effects**, if needed, video editors can incorporate special effects such as animated graphics, motion text, or other visual effects to enhance visual appeal and clarity of the message.
- g. **Audio-Visual Continuity**, Video editors are responsible for ensuring visual continuity between clips, making transitions between scenes or shots appear seamless.
- h. **Collaboration with Production Team**, Video editors collaborate with producers, directors, and other creative team members to ensure the final output aligns with the project's vision.
- i. **Revisions and Feedback**, After assembling an initial version, video editors work based on feedback from clients or the production team, making revisions as necessary to achieve the desired outcome.
- j. **Export and Storage**, Once editing is complete, video editors export the video into a format suitable for distribution and are responsible for storing project files and related assets.

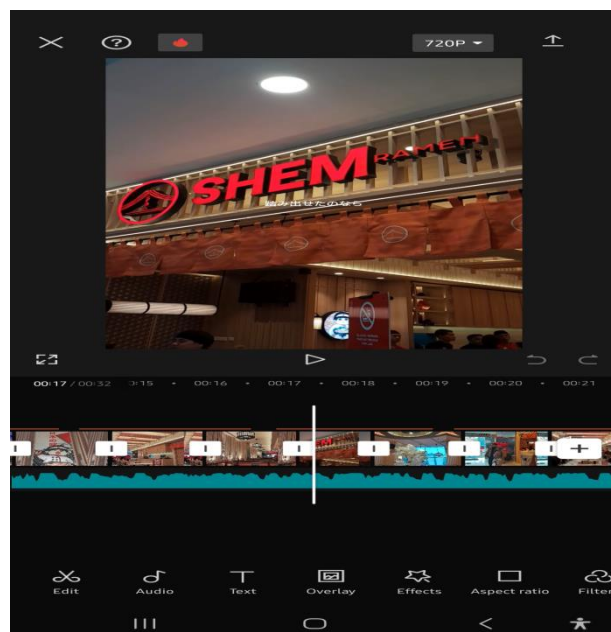


Figure 3.3 Video Editor (CapCut)

Source: Personal Data

4. Graphic Design

A graphic designer is an individual responsible for creating effective and visually appealing communication using elements such as images, text, and color. Here is a detailed explanation of the role and tasks of a graphic designer:

- a. Client Briefing and Understanding, Graphic designers need to understand the client's needs and vision. This involves briefing sessions to comprehend the target audience, the message to be conveyed, and the design goals.
- b. Ideation and Conceptualization, Graphic designers conceptualize design ideas based on the given brief. They develop various creative options to meet project requirements.
- c. Color Selection and Arrangement, Graphic designers choose a color palette that aligns with the intended message or brand. They carefully arrange colors to achieve visual balance.
- d. Typography, Selecting and arranging fonts appropriately is a task for graphic designers. This includes choosing fonts that suit the message and maintaining visual consistency.
- e. Visual Composition, Designers arrange visual elements like images and text in a cohesive and engaging composition. They pay attention to balance, proportion, and visual flow.
- f. Use of Graphics and Illustrations, Graphic designers may create or select graphics and illustrations that support the design's message. This involves image manipulation, vectorization, or creating additional graphic elements.
- g. Image and Photo Selection, Designers choose images or photos that align with the message and design a suitable way to integrate them.
- h. Adjusting Format and Resolution, Designers ensure their design fits the required format and resolution for specific media, whether it be print or digital.

- i. Collaboration with Clients, Graphic designers work closely with clients or other creative teams, listen to feedback, and make changes as needed.
- j. Understanding Technology and Software, Designers must master graphic design software such as Adobe Illustrator, Photoshop, or Canva, and continually update their skills according to technological advancements.
- k. Quality Control and Proofing, Before dissemination, graphic designers ensure the quality of their designs by checking every detail for errors or inconsistencies.
- l. Understanding Design Trends, Designers stay up-to-date with current design trends and understand how to incorporate modern elements into their work.

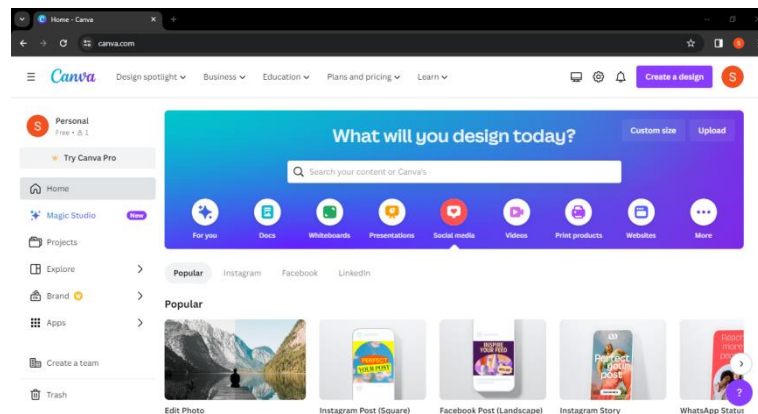


Figure 3.4 Graphic Design (Canva)
Source: Personal Data

3.3 Place of Apprenticeship

The internship was conducted at the office of Pekanbaru Event Organizer located at Jalan Taman Sari Ruko Drimmlenn No 5, Pekanbaru, Riau Islands. The writer was placed in the editorial room, and in the field section which contains editors, social media specialists, content creators, and event organizer.

3.4 Kind and Description of the Activity

The daily activities at Pekanbaru Event Organizer, can be seen in the tables below:

Table 3.1 Daily Activity report for week 1 from Desember 5 to Desember 4, 2023

No	Day/Date	Activities	Place of Employment
1	Tuesday 5 Desember 2023	Morning Briefing and Introduction	Admin of Pekanbaru E.O

Source : Processed Data (2024)

Table 3.2 Daily Activity report for week 2 from Desember 11 to Desember 17, 2023

No	Date	Activities	Place of Employment
1	Friday 15 Desember 2024	Grand Opening of Shem Ramen	Mall Pekanbaru
2	Saturday 16 Desember 2023	Grand Opening of Bakoel Bamboe	Mall Pekanbaru

Source : Processed Data (2024)

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing my internship at Pekanbaru Event Organizer, I can conclude that this experience was invaluable in broadening my understanding of the event industry and digital content production. During my internship, I have learned a lot about the creative and technical processes in video content creation and graphic design, as well as important event management skills. I had the opportunity to be involved in several projects that enriched my skills in video content creation, event organization, and video editing and graphic design. I also appreciated the opportunity to work in a collaborative environment and gain insights from professionals in the industry.

4.2 Suggestion

There are several suggest that autor can give

1. For Companies
 - a. Skill Development: Suggest additional skill development that can improve the quality of future work, such as additional video editing courses or graphic design training.
 - b. Performance Analysis: Suggested improving performance analysis of content and events to gain deeper insights into what worked and what needs to be improved in the future.
 - c. Personal Brand Development: Suggest strengthening personal brand identity for content creators, such as by building a consistent brand story, developing a unique visual style.

2. For Student

- a. Utilize University Resources: Encourage students to take advantage of university resources, such as multimedia labs or skills development centers, to hone skills in video content production, editing, graphic design, and event management.
- b. Keeping Up with Industry Developments: Encourage students to stay current with the latest developments in the content creator, event management, and graphic design industries. Encourage them to read articles, attend webinars, or join online communities related to their interests.

REFERENCE

Wahyudi, Diky. Mei 2015. Gambaran Umum Perusahaan. 5 januari 2024

APPENDICES

Appendix 1: Apprenticeship Acceptance Letter



Pekanbaru, 8 November 2023

Nomor : 001/PKU-EO/XII/2023
Lampiran : 1 lembar
Hal : Balasan Surat Permohonan Kerja Praktek (KP)

Kepada Yth,

KETUA JURUSAN BAHASA POLITEKNIK NEGERI BENGKALIS

Di Bengkalis

Dengan hormat,

Menindaklanjuti Surat Permohonan Kerja Praktek dengan nomor 089/PL31.15/PP/A/2023, bersama dengan surat ini kami **Bersedia** memberi kesempatan Kerja Praktek (KP) selama **1 (satu) bulan** di kantor Pekanbaru Event Organizer mulai tanggal 05 Desember 2023 sampai dengan 05 Januari 2024 kepada **1 (satu)** mahasiswa Politeknik Negeri Bengkalis.

Data Mahasiswa Terlampir.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terimakasih.

Hormat kami,

Andika Augusta
Pekanbaru EO



Lampiran Nomor : 001/PKU-EO/XII/2023

DAFTAR MAHASISWA

NO.	NIM	NAMA MAHASISWA	PRODI	No. HP
1	5504201022	Ardi Wijaya	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional	085321202530

Appendix 2: Certificated Of Internship



Appendix 3: Evaluation Form

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PEKANBARU EVENT**

Nama : Ardi Wijaya
 NIM : 5504201022
 Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
 Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung- jawab	25%	96
3.	Penyesuaian diri	10%	95
4.	Hasil Kerja	30%	94
5.	Perilaku secara umum	15%	94
	Total Jumlah (1+2+3+4+5)	100%	94.8

Keterangan :
Nilai : **Kriteria**
 81 – 100 : Istimewa
 71 – 80 : Baik sekali
 66 – 70 : Baik
 61 – 65 : Cukup Baik
 56 – 60 : Cukup

Catatan :
 Semua Perkerjaan yg di cakupan ~~...~~ Sangat Baik Sekali hanya perlu di tingkat kan lagi rasa percaya diri nya

Pekanbaru 11 Januari 2024



Diky Wahyudi
 Admin of Pekanbaru Event

Appendix 4: List of Attendance

ATTENDANCE LIST OF PRACTICAL WORK OF BENGKALIS STATE
POLYTECHNIC STUDENTS
AT PT. PEKANBARU EVENT

Date	Days	Remark	Signature
5 December 2023	Tuesday	Attended	<i>[Signature]</i>
6 December 2023	Wednesday	Attended	<i>[Signature]</i>
7 December 2023	Thursday	Attended	<i>[Signature]</i>
8 December 2023	Friday	Attended	<i>[Signature]</i>
11 December 2023	Monday	Attended	<i>[Signature]</i>
12 December 2023	Tuesday	Attended	<i>[Signature]</i>
13 December 2023	Wednesday	Attended	<i>[Signature]</i>
14 December 2023	Thursday	Attended	<i>[Signature]</i>
15 December 2023	Friday	Attended	<i>[Signature]</i>
18 December 2023	Monday	Attended	<i>[Signature]</i>
19 December 2023	Tuesday	Attended	<i>[Signature]</i>
20 December 2023	Wednesday	Attended	<i>[Signature]</i>
21 December 2023	Thursday	Attended	<i>[Signature]</i>
22 December 2023	Friday	Attended	<i>[Signature]</i>
25 December 2023	Monday	Day off	
26 December 2023	Tuesday	Day off	
27 December 2023	Wednesday	Attended	<i>[Signature]</i>
28 December 2023	Thursday	Attended	<i>[Signature]</i>
29 December 2023	Friday	Attended	<i>[Signature]</i>
1 January 2024	Monday	Day off	
2 January 2024	Tuesday	Attended	<i>[Signature]</i>
3 January 2024	Wednesday	Attended	<i>[Signature]</i>
4 January 2024	Thursday	Sick	

5 January 2024	Friday	Attended	<i>[Signature]</i>
8 January 2024	Monday	Attended	<i>[Signature]</i>
9 January 2024	Tuesday	Attended	<i>[Signature]</i>
10 January 2024	Wednesday	Attended	<i>[Signature]</i>
11 January 2024	Thursday	Attended	<i>[Signature]</i>
12 January 2024	Friday	Attended	<i>[Signature]</i>

Pekanbaru, 11 January 2024
Admin of Pekanbaru Event


[Signature]
Diky Wahyudi

Appendix 5: Weakly Activities Apprenticeship

DAILY ACTIVITIES PRACTICAL WORK (KP)

Days : Tuesday
Date : December, 5-8 2023

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Introduction of Pekanbaru Event	Dikit Wahyudi	
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		<p>There are two job Content Creator and Event Organizer. As a Content Creator, will craft compelling digital narratives, producing engaging and relevant content for the target audience. Utilizing skills in creative writing, video production, and graphic design, create material that inspires, educates, or entertains. Responsibilities include trend research, content marketing strategy, and audience interaction to build lasting connections.</p> <p>In the role of Event Organizer, are responsibilities encompass the planning, execution, and evaluation of successful events. Coordinating details such as location, schedules, and logistics while collaborating with vendors and stakeholders. Strong multitasking abilities, effective communication, and stress management are crucial to ensure smooth event operations. With a focus on guest experience and event objectives, you'll create memorable moments and coordinate all elements for event success.</p>

DAILY ACTIVITIES PRACTICAL WORK (KP)

Days : Monday-Saturday
Date : Decembesucces6 2023







No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Grand Opening of Shem Ramen	Diky Wahyudi	
2	Grand Opening of Bakoel Bamboe		
Industry Mentor Note:			

NO	SHOP DARWING	DESCRIPTION
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1		<p>Shem Ramen, a Japanese restaurant, delights taste buds with a focus on dishes like Katsudon and Ramen. To serve delicious meals centered around noodles and rice. In implementing the event, assisting in making recordings and photos so that they can be used as material for editing.</p>
2		<p>Bakoel Bamboe is a restaurant that serves authentic Indonesian cuisine. The highlight at Bakoel Bamboe is their signature dish, nasi liwet, crafted with a unique flavor and distinctive touch that embodies the essence of Bakoel Bamboe. In implementing the event, assisting in making recordings and photos so that they can be used as material for editing.</p>

Appendix 6 Daily Activities Of Apprenticeship

The screenshot displays the SIM Akademik mobile application interface. At the top, the status bar shows the time 14:05 and battery level at 49%. The app header includes the logo of Politeknik Negeri Bengkalis and the text 'SIM Akademik Politeknik Negeri Bengkalis'. The navigation path is 'Tingkat Akhir > Kegiatan Pendukung > Rincian Kegiatan'. The main title is 'Rincian Kegiatan'. Below this is a search bar with the placeholder 'Cari Kegiatan' and a search icon. There are two buttons: 'Kembali ke Daftar' (Return to List) and '+ Tambah' (Add). The activity details are organized into sections: 'Data Kegiatan', 'Peserta', 'Pembimbing', and 'Rincian Kegiatan'. The 'Rincian Kegiatan' section includes: 'Periode Akademik: 2023 Ganjil', 'Unit: D4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional', 'Jenis Kegiatan: Kerja Praktek/PKL', 'Instansi: PT. Pekan Semesta Gemilang (Pekanbaru Event Organizer)', 'Nama Kegiatan: Kerja Praktek', 'Kelompok: Kerja Praktek', and 'Kerja Praktek'. Below the details is a table with three columns: 'No.', 'Tgl. Kegiatan', and 'Pembimbing'. The table lists three activities with their respective dates, organizers, and topics.

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Sabtu, 16 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Grand Opening of Bakoel Bamboe	  
2	Jumat, 15 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Grand Opening of Shem Ramen	  
3	Selasa, 5 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Introduction of Pekanbaru Event	