Handling VIPs at a Malaysian event has little to do with grand gestures. It's a matter of getting a hundred small details right so nothing becomes a story.

Executed properly and nobody notices. Do it badly and it's the sole topic afterwards.

What follows is the Kollysphere approach.

Understanding Who You're Hosting

VIPs don't share a single profile. The title "Yang Berhormat" brings defined protocol around how they're titled, seating, and address. A C-suite guest expect something else entirely around time, access, and discretion.

Treating them the same is a mistake. Establish which protocols govern to which guest before you draw up a single seating chart.

Invitations and Confirmations

VIP invitations leave earlier than general invitations — four to six weeks is typical. Keep them personal, not mass-distributed. Include the purpose, the schedule, the event management event company event organizer malaysia venue, and who else is attending at a senior level.

Handling confirmations should come from one named person on your side. Not a group inbox. Not a form

Arrival Protocol

Before They Arrive

Verify the arrival time on the morning itself. Verify the vehicle. Get the name of anyone travelling with them. Assign a dedicated point of contact who is contactable and knows the plan.

On Arrival

A senior person should greet them at the car — not at the entrance. Take them straight Kollysphere to a holding room or to the main hall depending on timing. Under no circumstances leave them waiting in the lobby.



The Holding Room

A quiet space with refreshments, a one-page briefing, and the schedule. Confirm the emcee brief has already reached their aide.

Who Sits Where

The seating hierarchy depends on the occasion that varies by event type. For government functions, protocol order is clearly defined. For corporate events, it's usually driven by seniority and relationship.

Never seat two VIPs side by side without verifying it's suitable. Never position a VIP with their back to the stage or the centre of attention.

Forms of Address

Titles carry weight. An error here is a public mistake. Confirm the correct form of address in writing beforehand. Brief the emcee and every speaker who'll introduce them.

For a "Yang Berhormat", the full title should be used initially. Subsequent mentions can be abbreviated where appropriate.

Speaking Slots and Timing

VIP schedules are unforgiving. If their slot is 10:15 no slippage whatsoever. Not 10:20. Not 10:25. Build cushion around their slot so unrelated delays don't affect them.

Create a cue for overruns. Agree it with their aide beforehand.

Media and Photography

Check beforehand whether photography is permitted. Confirm whether media is permitted. Plan a photo moment planned — never improvised. Brief the photographer on names and titles so captions are right.

Departure Protocol

Escort them out the same way they came in. Ensure the car is ready before they rise. Thank them personally and follow up in writing within 24 hours.

The departure is the last impression. Treat it accordingly.

Mistakes to Avoid

No dedicated point of contact. Arrival planned too late. Wrong titles. Poor seating. No holding room. Overrunning. Weak exit logistics.

Fix those seven and you'll navigate virtually any VIP situation with composure.