

Event Experience – RSVP Singapore (Internship)

During my 5-months internship from October 2022 to February 2023, with **RSVP Singapore – the Organisation of Senior Volunteers**, I supported the planning, hosting, and execution of community-based programmes aimed at fostering intergenerational engagement and social inclusion. RSVP Singapore focuses on empowering seniors through meaningful volunteerism while creating opportunities for them to actively contribute to the community.

Through my internship, I had worked closely with senior volunteers, educators, community partners, and students across different age groups. My responsibilities covered both pre-event preparation and on-ground execution, inclusive of logistics coordination, participant flow management, and facilitation support to ensure programmes were carried out smoothly, safely, and with intention.

Scope of Community and School Collaborations

As of 2022, I supported programmes conducted in collaboration with multiple primary school partners, including Marsiling Primary School, Mayflower Primary School, Yishun Primary School, Xishan Primary School, Seng Kang Primary School, Holy Innocents' Primary School, Huamin Primary School, Navel Base Primary School, North View Primary School, and Montfort Junior School.

In addition to the primary schools, I also worked with Cheng San Family Service Centre (FSC) – a community social service centre which supports families, youths, and individuals through developmental and after-school programmes. While Cheng San FSC is not a school, it serves as an important community partner by providing structured support and learning opportunities for children and families in the neighbourhood.

These collaborations required careful coordination to ensure programmes were inclusive, age-appropriate, and meaningful for participants from diverse backgrounds.

Programme Highlights

Holy Innocents' Primary School – Aviation Learning Experience

I supported the planning and execution of an experimental learning programme for Holy Innocents' Primary School students, where they were introduced to aviation studies through hands-on exposure at Republic Polytechnic's aviation facilities. My role involved assisting with event flow, coordinating students' movement, and supporting logistical arrangements to ensure a smooth and engaging learning experience.



North View Primary School – SEA Aquarium Learning Journey

I assisted in facilitating a learning journey for North View Primary School students at the SEA Aquarium. This programme focused on experiential learning beyond the classroom and required coordination with external venue partners. I supported on-site facilitation, guided participant movements, and assisted with operational logistics throughout the visit.



Montfort Junior School – Football Forward SG (2 – 4 November 2022)

I supported Football Forward SG, a 3-day sports-based engagement programme conducted for Montfort Junior School students at The Cage Kallang. The programme featured a range of activity-based sessions including football, archery, and laser tag, designed to encourage teamwork, discipline, confidence, and active participation among the students. My role involved hosting support, on-ground facilitation, and logistics management, inclusive of coordinating two-way transportation for participants to ensure smooth movement across all the programme days. Beyond the activity execution, the programme also fostered a sense of community and inclusion, with space created for shared moments – such as a simple birthday celebration for one of the participants – contributing to a positive and supportive environment for the students.



Additional Community Engagement and Operations

Beyond the highlighted programmes, I also supported a range of community initiatives under RSVP Singapore. This included assisting with open house events held at RSVP Singapore's second branch at The Majestic Chinatown, where I supported on-ground coordination and participant engagement. I was also involved in food donation programmes conducted in collaboration with external partners, supporting coordination and distribution efforts for community beneficiaries.

Apart from public-facing events, I contributed to logistics preparation for beneficiary engagement, which involved organising materials, resources, and welfare items to ensure programmes were executed smoothly. I also supported the planning and hosting of festive celebrations, including Deepavali, Christmas, and Chinese New Year events, for RSVP Singapore's volunteers at the main branch located at Bishan Office Tower. These experiences strengthened my understanding of how behind-the-scenes planning and volunteer engagement played an essential role in sustaining community programmes.

Reflection and Learning

My internship with RSVP Singapore deepened my understanding of what it means to design and execute events with purpose. Working with a community-based organisation shifted my perspective from focusing solely on programme structures to considering the lived experience of participants. I learnt that successful events are not only defined by smooth logistics, but by how supported, included, and engaged people feel throughout the experience.

Through supporting programmes across different settings – from primary schools and sports venues to community centres and public events – I developed a greater adaptability in managing event flow, communication, and coordination. Working with both seniors and children required sensitivity, patience, and the ability to adjust facilitation approaches to suit diverse needs and energy levels. These experiences strengthened my awareness of audience-centred design, where every decision, from timing to space planning, directly influences participant experience.

I also gained a deeper appreciation for the importance of behind-the-scenes preparation. Coordinating logistics, materials, and transportation highlighted how careful planning enables flexibility on the ground, especially in dynamic community environments. Supporting volunteer engagement initiatives, such as festive celebrations, further reinforced the role of connection and appreciation in sustaining long-term community development.

Overall, the internship reinforced my interest in creating meaningful, people-focused events. It shaped my approach to event planning as a balance between structure and empathy, and highlighted the value of designing experiences that prioritise accessibility, inclusion, and human connection.