

MUNICIPAL EVENTS MANAGEMENT CHECK LIST

LIFE MEMORIAL CELEBRATION 08 IN COLLABORATION WITH NORTH WEST MEGA EXPO, RUMBA IN THE JUNGLE AND SOUTH AFRICAN DANCE CHAMPIONSHIPS FEATURING WORLD LATIN CHAMPIONS, BRIAN WATSON AND CARMEN VINCEJI WORLD BUSINESS EXHIBITORS FROM BRAZIL, BOTSWANA, SWAZILAND AND LESOTHO

CHECKLIST

Soccer Clinics : Ms Tina Moselane

	Finalise by date	Completed
Venue		
P A System		
Transportation		
Clinics equipment		
Refreshment		
Casuals		
Public- Poster Public- Flyer		

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Soccer Games : Ms Tina Moselane

	Finalise by date	Completed
Venue		
Transportation		
Football Outfit		
Refreshment		
Casuals		
Appearance fee		
Publicity		
Accommodation		
Prizes/ Medals/ Trophy		
Technical (PA, Stage)		
Dj's		
Fireworks		
PSL Team Transport		
PSL Team catering		

Memorial Lecture : Mr Boikanyo

	Finalise by date	Completed
Venue		
Guest Lecture		
Accommodation		
Transportation		

MUNICIPAL EVENTS MANAGEMENT CHECK LIST

Invitations		
Program		
Program Director		
Technical		
OB T V / Radio		
Dinner		
Entertainment		

Invitations/ Programme : Mr S Makhoba

	Finalise by date	Completed
Where Corporate Communication is required to print Invitations and Programmes.		
Distribution of invitations		

Guest List:

	Finalise by date	Completed
Number of guests		

Media : Mr S Makhoba

	Finalise by date	Completed
Media		

Marketing : Mr S Makhoba

	Finalise by date	Completed
If necessary the Section: Corporate Communication can be requested to compile a Marketing plan		

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Risk Management : Mr Stemmer

	Finalise by date	Completed
Crisis Communications Plan		
Health and safety risk management plan (See annexure 3)		
Crowd Management Plan (See annexure 3)		
Security and Disaster Management (See annexure 3)		
Parking and Transport Plan		
Road closure permission		

Renaming of Shippard Street : Cllr Ntefang

	Finalise by date	Completed
Entertainment		
Technical		
Marquee and Décor		
Breakfast		
Program Director		
Transport		
Symbolic plate		
Signage		

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Visit to Bojanala : Ms T Moselane

	Finalise by date	Completed
Transport		
Refreshments		
Tourguide / s		
Brochure		
Venue Inspection		

Technical : Mr Mogotsi

	Finalise by date	Completed
Is electricity available? If not hire a generator		
PA system		
Microphones		
Cordless microphones		
Screen		
Proxima		
Pointer		
Overhead projector		
DVD/Video Machine		
Extra Sound Requirements		

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Unveiling of the Tombstone and statue : Dr M Maduo

	Finalise by date	Completed
Statue		
Breakfast		
Program		
Program Director		
Tombstone		
Entertainment		
Technical		
Transport		

Video Recording : Mr S Makhoba

	Finalise by date	Completed

District Tour : Mr G Ditsele

	Finalise by date	Completed
Marquee & Décor		
Transport		
Refreshments		
Tourguide/s		
Venue Inspection		
NMMDM brochure		

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Business Seminar : LED Manager & Mr Malimabe

	Finalise by date	Completed
Venue		
Facilitator/s		
Business brief		
Secretariat		
Technical		
Invitations		
Mobile ATM		
Speed point Facility		

Fashion Show : Mr Matladi & Ms Moselane

	Finalised by date	Completed
Transport		
Accommodation		
Venue		
Awards/ Prizes		
Technical		
Designers Ranges		
Judges		
Hair and Make-ups		
Production Manager		
Stage Manager		
Casuals		
Models		

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Awards / Send off : Dr M Maduo

	Finalised by date	Completed
Awards/ Prizes		
Venue		
Dinner		
Accommodation		
Transportation		
Invitations		
Publicity (OB Radio)		
Program		
Program Director		
Technical		
Performance		
Site visits		
Judges		
Video Profiling		

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ADMINISTRATION : Ms Nchelang

	Finalised by date	Completed
Contingency		
General Consumables		
Insurance		
Car Rental		
Mobile Radio		
Professional fees		
Protocol		
Computicket		