

## DEPARTMENTAL STAFF MEETING

4.3 The quotations for the specifications will be sourced through the travel agency.

4.4 The following are logistical specifications for the event:

### 4.4.1 **Audio Visual and Decor**

PA system for 600 people including National anthem.

2 roving mics

Podium and mic

### 4.4.2 **Menu for the Staff (600)**

Welcome tea/juice and biscuits for 600 (09:30).

### 4.4.3 **Lunch menu for Staff (600)**

Buffet lunch and assorted soft drinks for 600 staff members.

**Meats:** Roasted chicken, grill fish, beef stew, mutton.

**Starch:** Dumpling, pap, rice

**Veggies:** Green salads, roasted veggies, broccoli, sweet potato, etc.

### 4.4.3 **Holding-room for VIP (09:30) for 20 people**

Holding-room (briefing session) for VIP 20 people

Tea/Coffee/ snacks commencing

Water (still and sparkling)

Mixed fruits and fruit salad

### 4.4.3 **Lunch menu for VIP (12:00)**

**Meats:** Roasted chicken, grill fish, beef stew, mutton,

**Starch:** Dumpling, pap, rice

**Veggies:** Green salads, roasted veggies, broccoli, sweet potato, etc.

**Drinks:** Rooibos, canderel, lemon, ice tea, peach, coke zero, fruit juice, still or sparkling water

### 4.4.3 **Transportation of staff members**

**2 buses:** 65 seaters to be procured to transport staff to and from the venue

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**NB:** Halaal and vegetarians' menu for 5 people, sweeteners and lemon will be provided.

### 5. COMMUNICATION IMPLICATIONS

The Communication Chief Directorate will actively communicate and promote the event via relevant communication platforms in order to ensure maximum participation of all staff.

### 6. RECOMMENDATIONS

It is recommended that the Acting Chief Operations Officer:

- 6.1 Approves the hosting of the staff meeting at Ditsong Cultural Museum on the date to be confirmed by the Minister.
- 6.2 Approves an estimated costs of R400 000.00 for holding the departmental staff meeting.



Mr Sifiso Xaba

**Director: Internal Communications**

Date: 03/08/23