

[8] Venue Ashley Symes.  
Thurs 6pm  
Media briefing to be attended  
by media support staff / media committee etc.

MED008/GH

CODESA MEDIA COMMITTEE

Tasks : 15/12 - 21/12

Co-ordinated by Colin Coleman.

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VENUE GROUP

- Jackson Mtembu  
co-ord (ANC)
- Cecily Kruger  
(govt)
- Frith Harris  
(Bop)

PRESS KIT GROUP

- Coetzee Bester  
co-ord (NP)
- Neils Hooper  
(Bop)
- Solidarity ?

ACCREDITATION GROUP

- Richard Mudge  
co-ord (govt)
- Garth Strachan  
(SACP)
- A Viljoen  
(Bop)

PRESS LIASON GROUP

- Caroline Knott  
co-ord (DP)
- Jerry Majatladi  
(SACP)
- Val Sutton  
(govt)
- Don Ntteni  
(ANC)

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Obtaining and  
putting up posters,  
banners, stickers  
(Thursday 19/12)

Collect updated  
delegates list/comm  
on CODESA day 1 for  
media

Liase with press for  
accreditation

Photog pool &  
official photo?

9.45-9.55  
free access of  
photog.

Ensuring press room  
& interview room are  
kitted out (Thursday  
19/12)

Compile press kit  
master for clearance  
Wed 12 noon  
finalised ± Thurs noon.

Supply daily updated  
list for  
ratification &  
logistics purposes

Meet press to  
release logo on  
Tuesday Wed 4pm

Ensure all signage  
is done & areas  
demarcated/roped off  
(Thursday 19/12)

Work out system of  
registration

Arrange release to  
go with it & release  
immediately

official photog?



VENUE GROUP	PRESS KIT GROUP	ACCREDITATION GROUP	PRESS LIASON GROUP
Ensure area for register provided with tables/chairs	Arrange printing & compilation	Liaise with security	Determine possible items for release Tues/Wed/Thurs - Agenda (Wed); Press Kits (Thurs)
Provide notice boards in all venues including the registration area (Thursday 19/12)	To be incl. in Press Kit: Maps - venue, parking; Delegation List; Media List; Functionary List; Sticker; Backgrounder ?; Logistics Sheet & Procedures & Contact No.'s; Details of access/meals/cash bar, first aid/etc.; Agenda; Emergency Plan; Speaking Order on 1st day; Media Comm List	Determine equip. needed & obtain	Deal with/refer requests from media
Ensuring gallery is properly laidout/equipped (Thursday 19/12)	Collect Folders	Registration forms make up & keep, register & file	Systems for press conf during CODESA



VENUE GROUP	PRESS KIT GROUP	ACCREDITATION GROUP	PRESS LIASON GROUP
Check all fax/tel lines provided (Wednesday 18/12)	All of the above ready by Thursday 12am 19/12	Noon 20/12 Delegates list available	
Prettying up of venues (Thursday 19/12)		Compile name tags & have system to produce on the day - colour coding with security	Booking system for interview room & requests for interviews
Placing of banners - proposal needed (Tuesday 17/12)		Accreditation of SABC	Inform press of needing to fill out applic requesting lines (10 only available) - done
Clearing up to be co-ord on 21/12		List of media support staff to be give to sec. & name tags arr. & accom/transport/food	Placement of SABC TV/Radio cameras/facil <i>SABC meeting</i>
Determine open/reserved space in gallery & no.'s (Wednesday 18/12)		Final draft accreditation list to be ready for approval on Thursday 4pm 19/12	When do SABC move in to lay out facilities



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VENUE GROUP

PRESS KIT GROUP

ACCREDITATION GROUP

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PRESS LIASON GROUP  
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Use of SABC  
facilities by other  
agencies

Monitoring SABC  
needs & progress

Collect master video  
recording from SABC  
for safe keeping  
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Issues to be dealt with by comm.(s)/manager/secreteriat

Policy : SABC Radio & TV coverage  
: Acces by media comm freely throughout & phot. pool



PROPOSAL FOR STAFFING ON DECEMBER 20/21

1. Media Centre:  
Caroline Knott - DP  
Val Sutton - Government  
Strachan - SACP  
Neils Hooper - Bop
2. Accreditation:  
Richard Mudge - Government  
Jerry Majatladi - SACP  
A Viljoen - Bop

An additional 6 personnel will be provided from amongst the parties by CODESA management.

3. Press Room:  
Jackson Mthembu - ANC  
Coetzee Bester - Government
4. Interview Room:  
Solidarity ?

Note 1: The following three individuals have been requested to assist with protocol:

- Frith Harris (Bop)
- Cecily Kruger (Government)
- Don Ntenti (ANC)

Note 2: 10 SABC staff will be working on December 20/21.