

① INVITATIONS

- 1) Check daily on lists of Responses ✓
- 2) Ensure the following lists are being kept
 - delegates + aids (17)
 - functionaries + observers
 - Back up staff (1)
 - MA's security + Body guards
 - Drivers
 - dietary requirements
 - medical problems
 - apologies.
- 3) ensure accuracy of details on lists
- * 4) Begin follow up and check progress regarding those not responding + information outstanding
- * 5) Check format of names for name tags.
Initials + Surname. Titles of foreign dign + Ambassadors.

My personal
checklist
for Codesa
1 + 2

323

(2) PROTOCOL

- 1) Decisions on seating of foreign dignitaries and high functionaries, on floor side panels.
- 2) Any other special details regards the above.
- * 3) Arrangements regarding meeting of dignitaries - foreign + local Protocol.
- 4) ~~Banquet~~ ^{Cocktail} plans - who attending, special arrangements etc.
- 5) special arrangements for registration yes - separate desk
- 6) Allocation of special tables in Restaurant
- 7) ~~check~~ position of protocol room + that for dignitaries ✓
- ✓ 8) 2 or 3 members of committee will be present as directional.

For delegate package.

- 1) VIP Room
 - 2) PROTOCOLS ROOM
- Support - to
general supp
staff table
- 9) Functionaries 2 protocol staff will lead them in, direct them to registration desk and take them to new room.
 - 10) Host + Hostess from VIP room to take ambassadors to new room from reg desk.

(3) SECURITY

1. Check Basic ops plan is in position
2. Check liaison between Billy + Security Group re - seating of accesses, rooms, flow of people etc.
3. Check security is being fed lists of attendees by Elaine.
- ✓ 4. Check with Maritz ~~via~~ regarding necessity of names of all WTC workers on the day ^{essential.}
- * 5. Check emergency plan - copies of proposed plan + evacuation proceedings should be distributed to delegates and clerks (Don't forget to include media + other personnel in plan + to receive plan). ^{Only basic plan must be given - re exits etc}
6. Consider colour coding of security areas for each group - relating to colour of name tags
7. Traffic department available?

④ COMMUNICATION MEDIA

- 1) Registration of committee? ^{yes} Prov or not?
- 2) status of committee members? ^{full access.}
- 3) Identify placement of slogans, banners, signs etc - in entrance, convention floor + news conference room.
How many ordered?
- 4) Check progress of 'well' backdrop
- 5) Identify positioning of lights, cameras, platforms + other requirements for media affecting seating plans
- 6) Check that extra lighting is being taken care of. ✓
- 7) Finalise sound system, PA, ^{can arrange one also all staff on Radio} cabling for N + sound, Jack Board for taping
- 8) Identify areas for media + delegates (consider slow coding tapes)
- 9) Arrangements for photo sessions outside centre and on floor - check roping etc required
- 10) Requirements for press kit
- 11) Check media signs presented to Billy for production
- 12) Check layout of media room + that arrangements being made for kitting it out.
- 13) Ensure emergency plan distributed to press
- 14) Ensure parking for media separate from delegates - what arrangements can be made to separate the two? ✓

⑤ VENUE + FACILITIES

- 1) Ensure production of map for inclusion in delegate + media kit.
- 2) Submit signs to Billy for production:
 - convention delegates
 - Delegate support staff
 - Lectures x 2
 - ~~Seats~~ x 2
 - Delegate restaurant
 - 2 x large complete alphabets
 - large maps of venue &
 - large maps of seating plans
 - daimi films.
- 3) Check arrangements for first Aid Room - Bed, Doctor, helicopter etc
- 4) Audio visuals required eg TV screen + monitor & speaker
- 5) Check decision on seating plan
- 6) Check decisions on loudspeakers, - chairs table, Podium + delegates
- 7) See flower man on Monday - decide location of flowers: -
 - Registration
 - well entrance
 - chairs table
 - plants in front of tables
 - posies for restaurant.
- 8) Check presence of ashtrays outside well
- 9) Check arrangements made for parking
- 10) P.A system to entire building ✓ partly possible to access areas
- 11) Back up generators? All WTC staff will

⑥ SECRETARIAT (ADMIN) THEMES

- 1) Check decisions on tape recording + equipment required + placement Pref
- 2) Check details of transcription
- 3) check meaning of "audio recording" - is this different from SAC C
- 4) minuting a necessity? x

⑦ CATERING

- 1) Check up date of special menu lists
- 2) Check details of Friday ^{cocktails for delegates + support} night arrangements
- ✓ 3) Check if menu is OK
- 4) Check specifics of drinks arrangements for:
 - delegates
 - secretariat
 - support staff
 - media
- 5) Check tea/coffee arrangements for above - available all day?
- 6) Venue for cocktail parties?

⑧ Transport + Accom.

- ✓ 1) Check if all my staff have accommodation booked
- 2) Check Train's Booking
- ✓ 3) Change reservation to Monday night.

⑨ SUPPLIES + PRINTING + COMPILATION OF DOCUMENTATION

- 1) Check possession of name tags
- 2) Check production of seating cards for delegations
- 3) Briefcases arriving when?
- 4) stickers for briefcases arriving when?
- 5) Pens + paper arriving when?
- 6) Packing of brief cases when + where?
- 7) Check allocation of colours for name tags - delegates (D) - white
delegate support staff (A) - green
secretariat - Blue
media - pink
security - yellow
LTC staff - orange
technical staff - SABC - pink with black dot
+ recording
- 8) separate name cards for each delegate on tables?
- 9) Carefully monitor collection - re convention documentation production
- 10) Check staff arrangements for packing briefcases.
- 11) Content of briefcases
 - ✓ - Agenda
 - lists of delegates
 - ✓ - plan of seating arrangements
 - logistical report
 - ✓ - plan of venue
 - pen + paper
 - emergency plan

(10)

RECEPTION

- 1) Copies of delegate lists for referral
- 2) Felt pens, pens etc for staff
- 3) 2 ~~lax~~ computers for update of registered delegates - 2 for delegates, 1 for support
- 4) Delegate briefcases + spare contents
- 5) Name tags in alph order:

- Delegates (1) ABC
- (2) DEF
- (3) GHI

- (4) JKL
- (5) M
- (6) N

- (7) O, P, Q
- (8) RST
- (9) UVW
- (10) XYZ.

check breakdown

- support (1) ABCDEF
- (2) GHIJKL
- (3) MN

check breakdown

- (4) OPQRST
- (5) UVWXYZ.

6) Overhead signs for alphabets + directional signs

- 7) Staff : 4 x directional at registration ^{-use Runners.}
- 4 x directional for party offices
- 20 x Delegate registration
- 10 x support staff
- 3 x Enquines
- 3 x Claims

Total 46.

Reception cont

(Z. 15.)
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- 20B
* (8) Arrange for nominators from all political parties (2 x 25) for staff assistance.
- 9.) Tables - 10 x delegate registration
+ chairs 5 x support staff
2 x enquiries
2 x claims.
- 10) Arrange with Proteco - needs for meeting VIP's
- * 11) Check if registration necessary on 21st
- 12) Discuss idea of computers with Dean - manual + back up label for computers
- 13) stickers on name tags.
- 14) Staff allocation - 1 from each APL on registration to remain to 1st tea then to function as directorial at lunch at least
- (B) Claims + enquiries to remain full time - relieved by directorial - Draw up roster.
- 15) Arrange staff training/briefing session on Thurs afternoon - notification to go out in fax requesting assistance.
- 16) Suggest media
- 17) Registration form. in pack.
- 18) Claims box.
- 20) Registration to start at 7:00
- 21) Get names of all WTC staff
- 22) Foreign delegates to be listed in by Proteco, staff and then registered by Re aids as well