

REQUIREMENTS FOR MEDIA ROOMS

ATT: BILLY COBBETT

CC: GLENDA COHEN

Mr Jackson Mthembu of the Media Sub-Committee has requested the following:

1. 6 Noticeboards to be taken to Media office by end 17/12
2. 5 000 posters and backdrops to be delivered to Media room upon arrival at WTC (18/12)
3. 3 CODESA flags needed: one for press conference room and two for interview rooms. Please discuss size of flags with Mr Mthembu
4. Furniture required for 2 interview rooms. Each room needs:
 - 1 chair
 - 2 sofas
 - 1 low table
 - carpet
 - curtaining
 - flowers
 - carafes and glasses for iced water

Furnishings required by 18/12 please.