

Mbizana Local Municipality



From : Mayoral and Executive Support Manager
To : SCM
Date : 05/08/2019
RE : **Specification for Women's Month Main Event**

SPECIFICATION FOR WOMEN'S MONTH MAIN EVENT

ITEM	DESCRIPTION	QUANTITY
TENT	Must seat 500 people Must be white Marquee	1
FRONT DECOR		1
CHAIRS	Chairs must be adequate	500
PA SYSTEM	Must be adequate for the size of the tent & include 2 microphones	1
CATERING	Lunch is required with soft drinks	500 people
TRANSPORT	Transporting ward 12 ,30, 16, 15 & 28. 2 Taxis per ward.	150 people

* For further clarities contact the Mayoral & Executive Support Manager, Mr C. Noconjo.

Approved by

Mr C. Noconjo
Mayoral & Executive Support Manager