



Specification for the Artisan Development Programme Graduation Ceremony

Date: 23 May 2024

Time: 08:00 – 15:00

Venue: South West Gauteng TVET College, Molapo Campus

No		Specification	Quantity
1	Holding Room – Boardroom at school in Alexandra (name to be confirmed)	Holding Room 20 pax <ul style="list-style-type: none"> • Refreshments Tea, Coffee, Juice • Scones, muffins, fruits • 20x bottled water <i>Service provider to provide crockery and cutlery and table cloths</i>	20 pax
2.	Catering	Lunch <ul style="list-style-type: none"> • <i>Lunch for 250 pax</i> • Rice, Pap, Grilled Chicken, Beef Stew, Butternut, Spinach, Beetroot, Chakalaka Drinks <ul style="list-style-type: none"> • 180 canned soft drinks, 70 canned juice (Please including some Sugar Free drinks as well) • 250x bottled water 	250 pax
	Catering Set-Up	Lunch – 20 pax to be served in the holding room Lunch – 230 pax to be served in the main hall Service provider to include crockery and cutlery, table cloths, chuffing dishes and bowls and serving staff	
3	Equipment	Tables <ul style="list-style-type: none"> • 25 round tables with black table cloths • 5x Louis Chairs with arms (for stage seating), with 2x small coffee tables 	

No		Specification	Quantity
		<ul style="list-style-type: none"> • 250x black chair covers (chairs available at the venue) • 25x flower center piece 	
4	Graduation Gowns	Rental of Graduation Gowns <ul style="list-style-type: none"> • Service provider to rent out graduation gowns for the learners (Black) and graduation cap/hat, quantity x35 	35 pax