

Provincial roadshow:

1. Please confirm the cities/locations of the earmarked Provincial roadshow in Western Cape, Mpumalanga and Eastern Cape. **That information is not available yet.**
2. Please confirm the venues for the 3 Provinces- **That information is not available yet. It will be made available when we receive confirmation from the provincial offices**
3. Please confirm the size of the database as our RSVP and onsite registration costs are based on a per person cost; **It will be made available when we receive confirmation from the provincial offices**
4. Should we include name cards and lanyards for all delegates? **No**
5. Should we include the cost of the Events Management team travel in our budget? **Yes**
6. Testimonials:
 - a. Is the collation of testimonials at each roadshow or pre-recorded? **Content and footage must be gathered at each roadshow**
 - b. Please confirm if you're referring to a video recording? **Video recording**
7. Please confirm whether the KwaZulu-Natal activations (3–4 August) and Northern Cape activations (14–15 August) should be excluded from the budget. **Yes, please exclude them**

Housing Finance & Human Settlements Summit – 18 September

- Will NHFC book and pay for Birchwood Hotel OR Tambo Conference Centre? **The NHFC has secured the venue and effected payment for it.**
- If the NHFC is booking Birchwood Hotel, does the PCO has to book the catering for the conference separately? (It is more cost-effective to book a day conference package, which includes the venue cost and catering at Birchwood). **Please note that the catering cost must be borne by the appointed event management company**
- Please clarify whether there will be any breakaway/plenary sessions? **Yes, there will be**
- Should our budget include the cost of banners and backdrops? If so, please provide the sizes and quantities required. **No, it should exclude the cost of the items that you listed.**
- Please confirm which technical equipment Birchwood will supply to provide an accurate costing of all other audio and AV requirements? **Technical equipment should be included in the costing.**
- Please clarify and expand the scope of “support media and publicity activities”? **Your PR/Media strategist must advise**

Gala Dinner – 18 September:

- Please confirm which venue has been booked for the Gala Dinner at Birchwood Hotel? **OR Tambo**
- Are the Programme Director for the Conference and the Master of Ceremonies for the Gala Dinner. **We will expect one to be contracted only for the Gala dinner**
- Please confirm the number of expected awards? **That information is not available yet.**
- Do you have social media accounts for the digital content? **Yes**
- On which social media platforms do you require digital content? **Facebook, LinkedIn, Instagram, TikTok and X.**

Live Streaming:

- Is the live stream a one-way stream for the Summit and Gala Dinner? **Live Streaming**
- Will the live stream be hosted on your website and social media pages? **Yes**

Price Schedule Breakdown:

- Please confirm whether the Project Director, Project Manager and Public Relations Manager's costs should be for the full project duration, from appointment to 30 April 2027? **Yes**
- Kindly confirm whether the costs for banners, backdrops and other branding materials should be included under the "Printing & Collateral" line item together with the leaflets and brochures? **No they should be excluded from the budget.**