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ABOUT Us

Cape Town, arguably one of the most beautiful cities in the world, hosts the Commodore and Portswood Hotels, situated in the cosmopolitan Victoria & Alfred Waterfront where stylish living, excellent service and a tranquil setting come standard.

The Commodore and Portswood Hotels offer modern conference rooms and facilities for groups of up to 150 delegates. Our equipment and services ensure that every conference or event held is run smoothly and successfully, satisfying even the most fastidious convention planner.

Our banqueting department will assist you in planning, arranging and hosting a professional and successful event. Our aim is to ensure that each event is tailor-made to suit your requirements from start to end.

If you’re planning an event, be it a launch, auction, seminar, breakfast presentation, birthday party or baby shower, please do not hesitate to give us a call so that we may assist you in making your event memorable.

Please refer to social distance numbers during COVID period.
The Commodore Hotel boasts 3 conference rooms, The America’s Cup, Blue Ribbon and The Legacy Boardroom, while The Portswood Hotel boasts a single Executive Boardroom.

**THE COMMODORE HOTEL**

<table>
<thead>
<tr>
<th>SPACE</th>
<th>SCHOOL ROOM</th>
<th>CINEMA STYLE</th>
<th>U-SHAPE</th>
<th>BOARDROOM</th>
<th>COCKTAIL</th>
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<td>70</td>
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<td>Legacy Boardroom</td>
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<tr>
<td>Clipper Restaurant</td>
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<td>14.50m</td>
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<td>17m</td>
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**THE PORTSWOOD HOTEL**

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<th>SPACE</th>
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<td>Portswood Boardroom</td>
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<tr>
<td>Quarter Kitchen Restaurant</td>
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<td>Quarter Kitchen Terrace</td>
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<td>6.2m</td>
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<td>21.14 m²</td>
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<tr>
<td>Quarter Kitchen Restaurant</td>
<td>10.72m</td>
<td>6.31m</td>
<td>3.8m</td>
<td>67.64 m²</td>
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STANDARD EQUIPMENT
Below are the standard equipment included in all Day Conference Packages, but items marked with an asterix ( *** ) carry a charge on non DCP conferences.

• Wireless internet
• Wall-mounted screens
• Cabled microphone
• Photocopying & printing ***
• DVD player
• Podium
• Flipcharts
• Secure underground parking ***

EQUIPMENT HIRE

• Laptop R 1 500.00 per day
• Roving / lapel microphone R 900.00 per day

In the event that additional equipment is required, the hotel will be able to source it on your behalf from an independent supplier

SPECIAL CATERING REQUIREMENTS
The hotels are able to cater for Halaal-friendly delegates, however strict Halaal and Kosher meals need to be ordered in. The hotel requires 72 hours notice in this instance. Please note that all the conference tea/coffee/refreshment breaks will be outsourced only on request by the client’s and an additional charge will be levied on the clients account.
FULL DAY CONFERENCE VENUE HIRE

Use of the venue for a maximum of 9 hours

The America’s Cup .......................................................... R 4 800
The Blue Ribbon Room ..................................................... R 3 200
The Legacy Boardroom ..................................................... R 2 750
The Portswood Boardroom ............................................... R 2 750

HALF-DAY CONFERENCE VENUE HIRE

Use of the venue for a maximum of 4 hours

The America’s Cup .......................................................... R 2 600
The Blue Ribbon Room ..................................................... R 1 850
The Legacy Boardroom ..................................................... R 1 550
The Portswood Boardroom ............................................... R 1 550

THE ABOVE VENUE HIRE RATES INCLUDE THE FOLLOWING:

• Tables, chairs and standard table linen
• Standard cutlery, crockery and glassware
• Mineral water with flavoured cordials and conference sweets
• Notepads and pens
• Complimentary internet access
• Roof-mounted data projector and screen
• Only TV screen for boardrooms
FULL DAY CONFERENCE Packages

The hotels offer fully inclusive Day Conference Packages that include all standard conferencing equipment and refreshment breaks. For those who do not wish to make use of the hotels’ full day conference package we have incorporated half-day conference packages, also inclusive of all standard conferencing equipment and one refreshment break.

FULL DAY CONFERENCE PACKAGE .......................................................... R 520 PER PERSON
- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Cocktail lunch in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

FULL DAY CONFERENCE PACKAGE .......................................................... R 565 PER PERSON
- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- 2 course set lunch in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks

FULL DAY CONFERENCE PACKAGE .......................................................... R 640 PER PERSON
- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- 3 course set lunch or buffet in Clipper Restaurant
- Afternoon tea / coffee / juice & snacks
HALF DAY CONFERENCE Packages

HALF-DAY MORNING PACKAGE (ARRIVAL 08H00) ........................................ R 440 PER PERSON
- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Plated breakfast

HALF-DAY MORNING PACKAGE .......................................................... R 495 PER PERSON
- Tea / coffee / juice & snacks
- Mid-morning tea / coffee / juice & snacks
- Conference breakfast

HALF-DAY AFTERNOON PACKAGE (ARRIVAL 12H30) .............................. R 530 PER PERSON
- Tea / coffee / juice & snacks
- 3 Course set lunch or buffet in the Clipper Restaurant
- Mid-afternoon tea / coffee / juice & snacks

Any of the above options can be tailor-made to your needs, please do not hesitate to enquiry

Actual product may vary from photographs & illustrations.
# THE COMMODORE & PORTSWOOD HOTELS
## SNACK BREAK CONFERENCE Menu

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARRIVAL</strong></td>
<td>• Melon Smoothie</td>
<td>• Cape Fruit Smoothie</td>
<td>• Berry &amp; Lime Smoothie</td>
</tr>
<tr>
<td></td>
<td>• Health Bar (N)</td>
<td>• Cheese, Tom &amp; Basil Croissant</td>
<td>• Selection of Sliced Fruit (V)</td>
</tr>
<tr>
<td></td>
<td>• Watermelon &amp; Feta Skewer</td>
<td>• Fruit Skewer &amp; Honey</td>
<td>• Assorted Yoghurts</td>
</tr>
<tr>
<td></td>
<td>• Berry Muffin</td>
<td>• Carrot &amp; Raisin Muffin</td>
<td>• Carrot &amp; Apple Shots</td>
</tr>
<tr>
<td><strong>MID MORNING</strong></td>
<td>• Marinated Roast Veg Stuffed Peppadew(V)</td>
<td>• Crudites &amp; Anchovy Dip</td>
<td>• Granola Bar (N)</td>
</tr>
<tr>
<td></td>
<td>• Smoked Salmon, Chive Wrap (P)</td>
<td>• Baby Apples Wrapped in Cucumber (V)</td>
<td>• Mini Chicken Wraps &amp; Shredded Lettuce</td>
</tr>
<tr>
<td></td>
<td>• Coriander &amp; Corn Fritters</td>
<td>• Cucumber/ Hummus/ Sundried Tomato (V)</td>
<td>• Cocktail Potato Bites &amp; Coriander Infused Sour Cream</td>
</tr>
<tr>
<td></td>
<td>• Choc Chip Cookies</td>
<td></td>
<td>• Milk Tart</td>
</tr>
<tr>
<td><strong>MID AFTERNOON</strong></td>
<td>• Chicken Mayo Pancake</td>
<td>• Ginger Chicken Fajitas &amp; Sour Cream</td>
<td>• Biscotti</td>
</tr>
<tr>
<td></td>
<td>• Assorted Mini Pastries</td>
<td>• Chocolate Banana Pancakes</td>
<td>• Bunless Burger</td>
</tr>
<tr>
<td></td>
<td>• Cocktail Scones Jam &amp; Chantilly Cream</td>
<td>• Peppered Mackerel &amp; Sour Cream on Toasted Rye (P)</td>
<td>• Traditional Cape Koeksisters</td>
</tr>
<tr>
<td></td>
<td>• Assorted Mini Sandwiches</td>
<td></td>
<td>• Cranberry &amp; Mint Muffins</td>
</tr>
<tr>
<td>(P) Pescatarian (V)</td>
<td>(V) Vegetarian (N)Contains Nuts/Seeds</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
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<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td><strong>ARRIVAL</strong></td>
<td>• Choc Smoothie</td>
<td>• Bacon Wrapped Chipolata</td>
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<tr>
<td></td>
<td>• S.D.T Pesto / Cucumber &amp; Cream Cheese</td>
<td>• Stuffed Cocktail Eggs</td>
</tr>
<tr>
<td></td>
<td>• Mini Chorizo Frittata</td>
<td>• Salmon Frittata (P)</td>
</tr>
<tr>
<td></td>
<td>• Assorted Whole Fruit</td>
<td>• Celery &amp; Apple Muffins</td>
</tr>
<tr>
<td><strong>MID MORNING</strong></td>
<td>• Oat Crunchies</td>
<td>• Sweet Potato Rosti with Goats</td>
</tr>
<tr>
<td></td>
<td>• Spinach &amp; Mushroom Tart</td>
<td>• Cheese &amp; Rocket</td>
</tr>
<tr>
<td></td>
<td>• Roasted Beef Roulade with Spinich &amp; Ginger</td>
<td>• Fish Goujons Drizzled with Tartar Sauce (P)</td>
</tr>
<tr>
<td></td>
<td>• Bar One Bar</td>
<td>• Health Bar (N)</td>
</tr>
<tr>
<td><strong>MID AFTERNOON</strong></td>
<td>• Bloody Mary Shots</td>
<td>• Assorted Cupcakes</td>
</tr>
<tr>
<td></td>
<td>• Stewed Fruit Muffins</td>
<td>• Cuppaccino Cream Shots</td>
</tr>
<tr>
<td></td>
<td>• Due of Chocolate &amp; Vanilla Mousse</td>
<td>• Mini Yoghurt &amp; Muesli Pots (N)</td>
</tr>
<tr>
<td></td>
<td>• Lunch Bar (N)</td>
<td>• Spinach &amp; Feta Parcel</td>
</tr>
<tr>
<td>(P) Pescatarian (V)</td>
<td>(V) Vegetarian (N)Contains Nuts/Seeds</td>
<td></td>
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</table>
INDIVIDUAL Catering

For those who do not wish to make use of the Day Conference Packages we are able to offer individual catering requests

Tea / coffee ................................................................. R 45.00 per person
Tea / coffee & fresh juice .................................................. R 50.00 per person
Tea / coffee / juice & biscuits ............................................. R 65.00 per person
Tea / coffee / juice & snacks ............................................. R 80.00 per person
(Mid-Morning or Mid-Afternoon)
Tea / coffee / juice / hot chocolate ..................................... R 70.00 per person
2 Course set menu .......................................................... R 350.00 per person
3 Course set menu .......................................................... R 375.00 per person
Cocktail Menu 5 items ...................................................... R 200.00 per person
Cocktail Menu 7 items ...................................................... R 280.00 per person
Cocktail Menu 9 items ...................................................... R 360.00 per person

Actual product may vary from photographs & illustrations.
THE COMMODORE HOTEL

Buffet Menu 1 ................................................. R 380.00 per person
Buffet Menu 2 ................................................. R 400.00 per person
Buffet Menu 3 ................................................. R 365.00 per person
Buffet Menu 4 ................................................. R 345.00 per person
Plated Breakfast ............................................. R 225.00 per person
Conference Breakfast ................................. R 265.00 per person

THE PORTSWOOD HOTEL

Buffet Menu 1 ................................................. R 295.00 per person
Buffet Menu 2 ................................................. R 315.00 per person
Buffet Menu 3 ................................................. R 345.00 per person
Buffet Menu 4 ................................................. R 295.00 per person
Plated Breakfast ............................................. R 225.00 per person
The buffet selection is applicable to groups of 20 persons and more.
Tea and coffee included in all.

BUFFET MENU 1 - R380.00

STARTERS
Garlic & parsley mussels
Asian vegetable springroll
with sweet chilli sauce (V)
Smoked salmon & chive quiche
New potato salad with chipotle mayonnaise
Ratatouille salad with tomato vinaigrette (V)
Classic Waldorf salad (V)

MAIN COURSE
Lemon peppered linefish
with capers butter sauce
Chicken & broccoli bake
Roast sirloin of beef
served with whole grain jus
Butternut & caramelised onion (V)
baked in phyllo pastry

DESSERTS
Warm apple pie
served with vanilla custard
Lemon meringues
Vanilla panna cotta with strawberry coulis

BUFFET MENU 2 - R400.00

STARTERS
Tempura prawns
with a sweet chilli dipping sauce
BBQ pork ribs with chipotle aioli
Camembert & fig spring rolls
Garden green salad with balsamic vinegar (V)
Asian coleslaw (N)
Tandoori chicken salad

MAIN COURSE
Harissa spiced linefish
with lemon parsley sauce
Grilled lamb chops with onion gravy
Lemon & herb chicken breast
Cannelloni stuffed with ratatouille served
with béchamel sauce (V)

DESSERTS
Malva pudding
served with vanilla custard
Apple tarts
Fresh fruit salad

(V) - Vegetarian (N) - Nuts/Seeds
BUFFET MENU 3 - R365.00

STARTERS
Selection of seafood parfaits:
- snoek, salmon & taramasalata
- Parma ham & melon salsa
Beef carpaccio with bulgogi vinaigrette
Honey roasted bacon & potato salad
- Mezze platter
Fresh tuna Niçoise with garlic aioli

MAIN COURSE
- Cajun spiced linefish
  served with garlic sauce
- Steak & kidney pie
- Honey roasted duck
  with orange & thyme sauce
Roasted vegetable lasagne (V)

DESSERTS
- Upside down peach pudding
  served with vanilla custard
- Strawberry cheesecake
- Milk tartlets

BUFFET MENU 4 - R345.00

STARTERS
Deep fried calamari with garlic & paprika aioli
- Honey & soya chicken wings
- Beef spring rolls with local chutney
- Coleslaw salad (V)
- Potato salad with pickles & onion (V)
- Mixed salad with cherry tomatoes, red onion,
  peppers, olives, cucumber & feta (V)

MAIN COURSE
- Grilled linefish served with garlic butter sauce
- Roast leg of lamb with mustard sauce
- Thai green curry with chicken
  Curried lentil lasagne (V)

DESSERTS
- Cape brandy pudding with vanilla custard
- Rich chocolate mousse
- Peppermint crisp tartlets

(V) - Vegetarian  (N) - Nuts/Seeds
SET MENU

Please select 1 item from each of the following courses. In the case of a 2 course Set Menu, please select either a starter and main or a main and dessert.
Tea and coffee included in all.

STARTERS
Smoked salmon on fresh crisp lettuce served with caper & lemon dressing
Goat’s cheese & biltong salad with honey mustard dressing
Peri-peri chicken breasts with cos lettuce & a Caesar dressing
Butternut soup with chive cream (V)
Roast vegetable salad served with parmesan & olive tapenade (V)

MAIN COURSES
Grilled line fish served with braised fennel, potato fondant & fennel butter sauce
Grilled sirloin served with rosemary potato wedges, roast vegetables, watercress & pepper sauce
Chicken & prawn curry served with cumin rice & crisp poppadum
Stuffed chicken breast with peppadew & goats cheese, garlic & basil mash, butternut wedges
Roasted butternut pasta served with wild rocket & parmesan (V)

DESSERTS
Vanilla panna cotta with strawberry coulis
Pear crumble with kiwi coulis & vanilla anglaise
Duo of chocolate & vanilla mousse with blueberry coulis
Fruit salad with vanilla ice cream

2 COURSE SET MENU - R 350.00
3 COURSE SET MENU - R 375.00

(V) - Vegetarian       (N) - Nuts/Seeds
PLATED Breakfast

R225.00

Choice of local fresh fruit juices
Cold fruits with yoghurt, muesli & honey (N)
Assorted muffins & pastries
Scrambled eggs, bacon, grilled tomato, mushrooms, baked beans, hash brown & beef sausage
Selection of speciality coffee & tea

(V) - Vegetarian       (N) - Nuts/Seeds
CONFERENCE Breakfast Menu

R265.00

COLD SELECTION
Choice of local fresh fruit juices
Selection of yoghurts
Fresh fruit skewers
Selection of danish pastries & copenhagens
Waffles served with cream & maple syrup
Selection of international & local cured meats
Smoked salmon
Assortment of South African cheeses
Served with croissants, assorted breads & cheese biscuits

HOT SELECTION
Scrambled egg
Savoury quiche
Beef sausage
Pork sausage
Bacon
Mushrooms
Grilled tomato
## COCKTAIL MENU

**The Commodore**

Select 5 Items - R 200.00 per person,  
7 Items - R 280.00 per person or 9 Items - R 360.00 per person

### HOT SELECTION

Curried chicken roti  
Tempura prawns with sweet chilli dipping sauce  
Guinness beer-battered linefish  
Cajun deep-fried calamari  
Vegetarian springroll with cashew nut & pineapple dipping sauce (N)  
Thai chicken satay  
Biltong, peppadew & goats cheese quiche  
Garlic & honey chicken wings  
Chorizo & mustard cheese quiche  
Sticky garlic & honey pork ribs  
Harissa lamb kebabs with mint yoghurt  
Beef springrolls  
Chinese mix vegetable springrolls (V)  
Bulgogi beef skewers  
Mini beef burgers

### COLD SELECTION

Rare roast beef on focaccia with onion marmalade  
Crudités (V)  
Bacon & camembert quiche  
Smoked salmon & cream cheese on rye toast  
Classic B.L.T  
Cape Malay chicken samoosas  
Biltong paté with cheese sticks  
Parma ham with melon on rye  
Tikka chicken roti with tomato relish  
Chermoula lamb pita with iceberg julienne  
Paprika chicken Caesar flour baps  
Goat’s cheese & caramelised onion vol au vents (V)  
Lamb & raisin samoosas with sweet chilli sauce  
Prawn springroll with sweet & sour dipping sauce

(V) - Vegetarian  
(N) - Nuts/Seeds
SWEET SELECTION

Bar One chocolate truffle
Cheese cake
Macaroons
Assorted cupcakes
Seasonal fruit skewers
Lemon meringue tart
Pecan nut tart (N)
Carrot cake (N)
Cinnamon dusted Chiros with melted Chocolate
    Ganache

(V) - Vegetarian      (N) - Nuts/Seeds
BUFFET MENU The Portswood

The buffet selection is applicable to groups of 20 persons and more.
Tea and coffee included in all.

BUFFET MENU 1 - R295.00

STARTERS
Greek salad (V)
Cajun chicken caesar salad
Sweet & sour beef skewers
Cape Malay butternut soup (V)
Crumbed prawns
Balsamic tomato & basil pesto tarts (V)
Asian vegetable springroll (V)

MAIN COURSE
Roasted pork leg with apple sauce
Cape Malay butter chicken curry with coriander & tzatziki
Baked linefish & lemon butter sauce
Vegetable ratatouille (V)
Baked potato with cream cheese & chives (V)
Savoury rice (V)

DESSERTS
Malva pudding with vanilla custard
Fresh seasonal fruit salad (V)
Black forest gateaux
South African cheese board

BUFFET MENU 2 - R315.00

STARTERS
Mezé Platter
Basted chicken wings
Spinach & feta quiches (V)
Smoked salmon & caper salad
Pear & Brie salad with walnut dressing (N)(V)
Rare roast beef & horseradish canapés
Vegetable spring rolls (V)

MAIN COURSE
Roasted beef sirloin with red wine jus
Grilled chicken supreme with pepper sauce
Harissa spiced linefish
Rosemary & garlic new potato (V)
Seasonal vegetables (V)
Cardamom steamed basmati rice (V)

DESSERTS
Chocolate mousse
Bread & butter pudding
Strawberry cheesecake
Sliced fruit platter

(V) - Vegetarian    (N) - Nuts/Seeds
BUFFET MENU

The buffet selection is applicable to groups of 20 persons and more.

Tea and coffee included in all.

BUFFET MENU 3 - R345.00

STARTERS
Cape Malay vegetable salad with goats’ cheese (V)
Seafood cocktail salad
Roasted butternut coriander & feta salad (V)
Chicken saté skewers
Greek meatballs with tzatziki
Peppadew & cream cheese blini (V)
Rocket blue cheese & biltong salad

MAIN COURSE
Roasted leg of lamb with mint jelly
Chicken à la King
Garlic & lemon herb crusted linefish
Fried chateau potato (V)
Baby vegetables steamed & tossed in butter & mixed herb (V)
Coriander & red pepper couscous (V)

DESSERTS
Apple crumble
Sticky toffee pudding
Kiwi fruit cheesecake
South African cheese board

(V) - Vegetarian     (N) - Nuts/Seeds

Actual product may vary from photographs & illustrations.
Buffet Menu 4

CHEF’S FEAST - R295.00

STARTER
(Select One)
Cape Malay Platter
Chicken samoosas, minted meatballs, crumbed prawns, vegetable spring roll served with chilli blatjang, coriander and mint yogurt, and tomato and onion sambal
or
Butternut Soup
Roasted butternut simmered in vegetable stock & blended to perfection, served with fresh bread

MAIN COURSE
(Select Four)
Cape Malay seafood curry
Lamb pienang curry
Butter chicken curry
Boerewors & bean curry
Beef bobotie
Vegetable & tofu coconut curry
Dahl curry

DESSERTS
(Select One)
Traditional Sticky toffee pudding accompanied by vanilla ice cream
Baked cheese cake with fruit flavoured pearls
Fruit salad with strawberry sorbet
Please select 1 item from each of the following courses. In the case of a 2 course set menu, please select either a starter and main or a main and dessert. Tea and coffee included in all.

**STARTER**
- Smoked salmon salad with honey & mustard dressing
- Chicken & corn soup with herb croutons
- Vegetarian quiche with basil pesto sauce (V)
- Springbok Carpaccio with arugula salad and truffle oil
- Savoury cape malay platter with sambals

**MAIN COURSE**
- Grilled beef sirloin with roasted vegetables & mustard mash potato with pepper sauce
- Grilled linefish with baby vegetables, garlic new potato & lemon butter sauce
- Roasted chicken supreme with creamed spinach
- Honey roasted butternut & mushroom sauce
- Veg/Beef/Chicken burger with side salad & french fries with pepper or mushroom sauce (V)
- Beef/Chicken/ Vegetable wrap with side salad & french fries (V)

**DESSERT**
- Malva pudding with custard
- Passionfruit cheesecake with cream chantilly
- Ice cream/Sorbet Trio with fruit coulis or chocolate sauce
- Chocolate volcano with vanilla ice cream
- Cape Malay koeksisters

**SET MENU**
- 2 COURSE SET MENU - R 350.00
- 3 COURSE SET MENU - R 375.00

(V) - Vegetarian  (N) - Nuts/Seeds

Actual product may vary from photographs & illustrations.
PLATED Breakfast

R225.00

Choice of local fresh fruit juices
Cold fruits with yogurt, muesli & honey (N)
Assorted muffins & pastry
Scrambled eggs, bacon, grilled tomato, mushrooms, baked beans, hash brown & beef sausage
Choice of local fresh fruit juices
Selection of coffee/tea

(V) - Vegetarian       (N) - Nuts/Seeds

Actual product may vary from photographs & illustrations.
COCKTAIL MENU

Select 5 Items - R 200.00 per person,
7 Items - R 280.00 per person or 9 Items - R 360.00 per person

HOT SELECTION

Cape Malay chicken samosa
Teriyaki beef pita with raita
BBQ buffalo wings with crispy fried onions
Thai chicken satay skewers
Fish cakes with wasabi mayonnaise
Mini vetkoek with curry mince
Tempura & coriander fish goujons
Salt 'n pepper calamari bites
Vegetable frittata (V)
Mini chicken pizza
Cheese & mushroom empanada (V)
Roast vegetable tarts (V)

COLD SELECTION

Cream cheese & smoked salmon tart
Smoked springbok with fig & blue cheese
Spinach & feta quiche (V)
Rare roast beef on rye bread
Tikka chicken pita
BBQ meatballs
Chicken caesar wraps
Nachos with beans, guacamole, cheese & salsa (V)
Vegetable crudités (V)
Cheese skewers

(N) - Contains Nuts/Seeds (V) - Vegetarian
COCKTAIL MENU 

SWEET SELECTION

Chocolate eclairs
Lemon tarts
Milk tarts
Fruit tarts
Chocolate mousse
Blueberry cheese cake
Koeksisters
Strawberry sorbet

Actual product may vary from photographs & illustrations.
The following checklist is intended to provide assistance in ensuring that all the necessary items, concerns and requirements are addressed prior to the start of your conference.

**HOTEL / VENUE REQUIREMENTS**

- Ensure conference venue and accommodation are available
- Arrange with the conference co-ordinator for a site inspection of the venue
- Provisionally book the conference room and accommodation. Remember it is easier to decrease numbers than to increase numbers
- Ensure that the venue suits your requirements and makes the statement you intend it to make
- Make the conference co-ordinator aware of your needs and the desired outcome of the conference
- Request a quote so that you are able to prepare a budget
- Confirm provisional booking and request contract
- Verify the regulations regarding deposits and payments

**DELEGATES**

- Prepare invitations well in advance to ensure you get the desired turnout you require
- Ensure that the invitations are specific in the details of dates, times, costs and RSVP responses
- Determine delegate requirements with regards to travel and accommodation, bearing in mind international travellers may require visas or special clearance through Home Affairs
- Directions or map to the conference venue
- Dietary requirements
CONFERENCE Checklist

SPEAKERS AND PRESENTERS
• Brief presenters on requirements and deadlines and the desired result
• Enquire about their needs with regards to equipment to present a professional conference
• Do they require accommodation or travel arrangements to the conference venue?

HOTEL / VENUE REQUIREMENTS
• Confirm numbers with conference co-ordinator
• Finalize equipment, room layout and menu
• Define the conference daily plan
• Arrange for a pre-inspection of the venue prior to the conference
• Ensure that you are given a contact person on the day of the conference
• Do you require an information desk?

POST CONFERENCE
• Post conference - thank you mails to delegates and follow-up on material
• Post conference - final invoices and payments