



**LIMPOPO**

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
SPORT, ARTS AND CULTURE

# **Departmental Events Management calendar 2015/16**

## Events Management

The Event Management Unit shall ensure that there is sound coordination and management of departmental events and protocol.

### Objectives

1. To co-ordinate the MEC's programmes and key departmental events.
2. The Communication Directorate shall manage all DSAC events
3. All Directorates shall involve Communications at the initial planning stage of events, and all preparatory meetings shall be led and chaired by Events Management Unit.
4. Districts shall solicit support from the Communications Directorate whenever there are events for proper coordination

## EVENTS CALENDAR

According to our APP the directorate will organize and manage 13 major events for quality control. The following are the 13 major events:

### Quarter One

- a. Freedom day celebration
- b. Africa day celebration
- c. Provincial Sports awards ceremony

### Quarter Two

- a. International Translation day

- b. Provincial Indigenous games
- c. Heritage day celebration

#### Quarter Three

- a. National youth camp
- b. Provincial Big Walk
- c. Mapungubwe Arts festival

#### Quarter Four

- a. International mother tongue day
- b. Kuluma vukanyi
- c. Marula festival

EVENT	DATE	VENUE	RESPONSIBLE DIRECTORATE	PROJECT MANAGER
Official opening of Mulati Library	14 April 2015	Tzaneen Mulati	Library and archives Services	Ms Manamela Mankwana
World Book Day	23 April 2015		Library and Archive Services	
Freedom Day Celebration	27 April 2015	Greater Tubatse Municipality; Ntwampe Sport Ground	Arts and Culture	Mr. Macks Mhangwana
National Archives Week Celebration	11-15 May 2015	Provincial Archives Building	Library and Archive Services	Jabu Nkatingi
Arts & Culture Craft Imbizo	11- 15 May 2015	TBC	Arts & Culture	Mhangwana
Book Fair	14 - 15 May 2015	Polokwane	Library and Archive Services	
School league media launch	20-23	Polokwane	School Sport & recreation	Mathebula NS
Opening of	25 May 2015	Makhahlule	Library and	

Makhahlule modular library		(Malamulele)	Archive Services	
Africa day celebration	25 May 2015	Polokwane	Arts and Culture	Mr Macks Mhangwana
Training of educators and volunteers	29-31 May 2015	Polokwane & Mokopane	School Sport & recreation	Mathebula NS
Training of educators and volunteers	5 - 7 June 2015	Polokwane and Tzaneen	School Sport & recreation	Baloyi MV
Opening of Litshovhu modular library	08 June 2015	Madombidzha	Library and Archives Services	
Sports Management Workshop	10-13 June 2015	Polokwane	School sports and Recreation	Manamela Mankwana
Capricon District league	13-14 June 2015	TBC	Sport Development	Ramushu Tlaku
Training of educators and volunteers	19 - 21 June 2015	Polokwane and Mokopane	School sports and Recreation	Mathebula NS
Mopani district league	20-21 June 2015	TBC	Sport Development	Ramushu Tlaku
Sekhukhune district league	20-21 June 2015	Sekhukhune	Sport Development	Sport Development
Provincial sport Awards	26 June	Polokwane	Sport Development	Ramushu Tlaku
Training of educators and volunteers	26- 28 June 2015	Polokwane and Tzaneen	School sports and Recreation	Baloyi MV
Waterberg district league	27 - 28 June 2015	TBC	Sport Development	Ramushu
MEC outreach	TBC	TBC	MEC Support	Maila Kola
National Conference: South African Society of Archivist	08-10 July 2015	Limpopo Provincial Archives	Library and Archives Services	Jabu Nkatingi
Vhembe District	11 July 2015	Thulamela Municipality	School sports and Recreation	Ms Ledwaba MP



Indigenous Games				
Vhembe district league	11 July 2015	TBC	Sport Development	Ramushu T
Mopani District League	11- 12 July 2015	TBC	Sport Development	Ramushu T
Capricon District League	18 July 2015	TBC	Sport Development	Ramushu T
Sekhukhune District League	18 July 2015	TBC	Sport Development	Ramushu T
Waterberg District Indigenous Games	18 July 2015	Modimolle	School sports and Recreation	Ms Ledwaba MP
Provincial Junior Dipapadi	18 July 2015	Polokwane	School sports and Recreation	Ms Ledwaba MP
Events Management Workshop	14-19 July 2015	Tzaneen	School sports and Recreation	Ms Ledwaba MP
Opening of Khubvi Modular Library	22 July 2015	Thulamela ( Khubvi)	Library and Archives Services	Manamela M
Sekhukhune District Indigenous Games	25 July 2015	Hlogotlou	School sports and Recreation	Ms Ledwaba MP
Mopani District Indigenous Games	25 July 2015	Greater Letaba Municipality	School sports and Recreation	Ms Ledwaba MP
Sekhukhune Primary and Secondary league games	31 July & 01 August 2015	Grobiersdal and Hlogotlou	School sports and Recreation	Mohlala LJ
Waterberg District League	01 August 2015	TBC	Sport Development	Ramushu T

Vhembe District League	01 August 2015	TBC	Sport Development	Ramushu T
Opening of Masisi Modular library	03 August 2015	Masisi	Library and Archives Services	Manamela M
Mopani Primary and Secondary league games	7 - 8 August 2015	Nkowankowa	School sports and Recreation	Makhubela T
Capricorn District Indigenous games	08 August 2015	Polokwane Municipality	School sports and Recreation	Ms Ledwaba MP
Provincial Indigenous Games	12-13 August 2015	Polokwane	School sports and Recreation	Ms Ledwaba MP
Mopani Outreach Programme	14 August 2015	TBC	MEC support	Mashiane faith
Capricorn Primary and Secondary league games	14 - 15 August 2015	Polokwane	School sports and Recreation	Nkhwashi HJ
Vhembe Primary and Secondary league games	21 & 22 August 2015	Makhado	School sports and Recreation	Msimeki NP
Waterberg Primary and Secondary league games	22 -23 August 2015	Mahwelereng	School sports and Recreation	Maletse N
Opening of Timamogolo modular library	07 September 2015	Timamogolo	Library and Archives Services	Manamela M
National Book week	07 - 13 September 2015	All districts	Library and Archives Services	
Mopani District league	12 September 2015	TBC	Sport Development	Ramushu T
Capricorn District league	12 September 2015	TBC	Sport	Ramushu T

			Development	
Vhembe District league	12 September 2015	TBC	Sport Development	Ramushu T
Provincial primary championship	18 September 2015	Polokwane	School sports and Recreation	Mathebula NS
Provincial Heritage day celebration	24 September 2015	Vhembe District, Vleifontein	Museums and Heritage	Mr. De Wit dirk
Provincial Secondary championship	25 September 2015	Polokwane	School sports and Recreation	Mathebula NS
National Indigenous Games	18-25 September 2015	Gauteng	School sports and Recreation	Mpho ledwaba
Sekhukhune District League	26 September 2015	TBC	Sport Development	Ramushu T
Capricon District League	26 September 2015	TBC	Sport Development	Ramushu T
Waterberg District League	26 September 2015	TBC	Sport Development	Ramushu T
International Translation day celebration	31 September 2015	TBC	Language Services	Mr. Netshifhefhe
Opening of Ntsaka Matsakali modular library	05 October 2015	Ntsaka Matsakali	Library and archives services	Manamela M
Sod turning of library	TBC	Rooiberg	Library and archives services	Manamela M
Sod turning of library	TBC	Ga-Ramokgopa	Library and archives services	Manamela M
Sod turning of library	TBC	Eldorado	Library and archives services	Manamela M



Official opening of library & Arts and culture Center	TBC	Muyexe	Library and archives services	Manamela M
Official opening of Library	TBC	Nzhelele	Library and archives services	Manamela M
Official opening of library	TBC	Phokwane	Library and archives services	Manamela M
National Youth Camp	05-11 October 2015	Schoemansdal	School sports and Recreation	Ms Ledwaba MP
Mopani District league	10 October 2015	TBC	Sport Development	Ramushu T
Vhembe District league	10 October 2015	TBC	Sport Development	Ramushu T
Provincial Big walk	06 October 2015	Polokwane	School sports and Recreation	Ms Ledwaba MP
Gymnastic and Aerobics Workshop	13-18 October 2015	Polokwane	School sports and Recreation	Ms Ledwaba MP
Vhembe Outreach Programme	16 November 2015	Vhembe District	School sports and Recreation	Ms Ledwaba MP
Provincial League Games	01- 03 December 2015	Polokwane	Sport development	Ramushu T
School Sport training Camp	5-10 December 2015	Polokwane, Mopani and Waterberg	School sports and Recreation	Mathebula NS
School Sport Sendoff function	9 December 2015	University of Limpopo	School sports and Recreation	Mathebula NS
Mapungubwe Arts Festival	December 2015	Polokwane ( Cricket Club)	Arts and Culture	Mr Macks Mhngwana
National School sport	11- 17 December 2015	Pretoria and Johannesburg	School sports and Recreation	Mathebula NS



championship				
Ku Luma Vukanyi	February 2016	TBC	Museums and Heritage	Mr. De Wit dirk
Marula Festival	February 2016	TBC	Museums and Heritage	Mr. De Wit dirk
International Mother Tongue celebration	February	TBC	Language Services	Netshifhefhe T
Waterberg Outreach Programme	10 February 2016	Waterberg District	School sports and Recreation	Ms Ledwaba MP
First Aid & Netball Workshop	16-20 February 2016	Polokwane	School sports and Recreation	Ms Ledwaba MP
South Africa national library week	14- 18 march 2016	All districts	Library & Archives services	Manamela M

#### Pre- Event

Activity	Responsibility	Time- Frame
Event identification	Events Management unit & Host directorate	Update annual calendar regularly
Identification of activities within the event	Events Management unit/Host directorate	Two months before the date of the event
Identification of Venue	Events Management unit/Host directorate	This must be done immediately after the event and the d

Identification of stakeholders	Events Management unit/Host directorate	Two months before the date of the event
Stakeholders Invitations and accreditation	Events Management	Invitation should be out a month before the event
Coordination of preparatory meetings	Events Management	Notices or invitations for the meetings should be done a
Drafting of programmes	Events Management	Two weeks before the event
Other logistical arrangements <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Transport</li> <li>• Catering</li> <li>• Venue inspection</li> <li>• Acoustics</li> <li>• Emergency Medical Services</li> </ul>	Events Management	Three weeks before the event

During event



Monitoring all logistics	Events management	On the event
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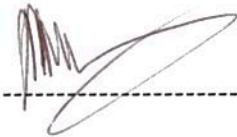
Post event

Activity	Responsibility	Time Frame
Review of the event	Events Management/Host directorate	Three days after the event

ACTING SENIOR MANAGER: COMMUNICATIONS

2015/04/13

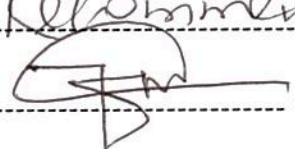
RECOMMENDED/NOT RECOMMENDED

  
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ACTING GENERAL MANAGER:

2015/04/22

RECOMMENDED/~~NOT RECOMMENDED~~

Recommended for Approval  
  
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ACTING HEAD OF DEPARTMENT

2015/04/23

APPROVED / NOT APPROVED

----- N. ndalane

MEMBER OF EXECUTIVE COUNCIL

2015/04/30