

DÉCOR SERVICES

In order for a service provider to supply any type of service to a client, the service provider in question needs to know all the facts pertaining to that particular event. Furthermore, both the service provider and the client should also be aware of what is expected from each other, their respective roles, and the roles of other parties / service providers, who will collectively contribute to the overall success of the event.

SOME QUESTIONS FOR A POTENTIAL SERVICE PROVIDER

- Have you worked at the specific venue, recently?
- Has your organisation ever been involved in this type of function?
- Can your company guarantee quantity and quality of material and workmanship?
- Do you have a large range / portfolio of décor options to choose from, or is the choice limited?
- Will you make up or put in special décor for my function?
- Are you prepared to travel outside the CBD area?
- Are there any additional costs, such as transport and staff allowances?
- Do you guarantee completion of set up within the stipulated time frame?
- Will there be a site supervisor on-site at all times?
- Will your staff be easily identifiable and contactable?
- Will you be able to supply extra décor if the number of guests significantly increases at the last minute?
- Is your material fire-retarded and do you provide a certificate to this affect?
- Is your company acquainted with the rules and regulations applicable to the industry?
- Are you be able to produce the same quality and effect in all the main cities / locations in the circumstance of the function being a road-show?

INFORMATION TO PROVIDE TO A POTENTIAL SERVICE PROVIDER

- Which venue are you using?
- What is the number of people attending?
- What type of function is it Dinner, cocktail etc.?
- What is the date of setting and clearing the function?
- When is the set up and break-down times?
- Has the set-up and break-down scheduled been confirmed with the venue?
- Is the venue/caterer aware that additional décor is being provided?
- Do staff need special accreditation to access the venue?
- What is the name and contact number of the person managing seeing this function?
- Would you like to see a mock set-up?
- Would you like to receive photos of a mock set-up?
- Are you aware of our Terms and Conditions of the supplier?

Be Informed

Services Chapter: Nigel Walker: Tel: +27 12 667 2074; E-mail: nigel@doctech.co.za

National Secretariat: Kasturi Naidu: Tel: +27 31 360 1282; E-mail: sec@saaci.co.za

PROUD SAACI MEMBERS PROVIDING A RANGE OF DECOR RELATED SERVICES

Although a Member is listed under a specific Branch, in the absence of Members in specific geographic areas, you are encouraged to contact service providers from other Branches who are likely to provide a National-based service.

Eastern Cape Branch

Ansie @	Ms Ansie Olckers	Tel: +27 41 365 0213
	Cell: 082 576 5410	E-mail: ansieo@absamail.co.za
Party Design Eastern Cape	Ms Cyndy Keevy	Tel: +27 41 484 6233
	Cell: 082 782 1341	E-mail: cyndy@partydesignec.co.za

Kwa-Zulu Natal Branch

Hedcor cc	Mr Christopher Head	Tel: +27 31 205 9391
	Cell:	E-mail: sales@hedcor.co.za
Party Design KZN cc	Mr John Lang	Tel: +27 31 573 1602
	Cell: 082 456 4018	E-mail: john@partydkzn.co.za

NTB Branch

Party Creations	Mr Mukesh Jogi	Tel: +27 11 334 4810
	Cell: 083 601 0010	E-mail: mukesh@partycreations.co.za
Party Design	Mrs Janet Landey	Tel: +27 11 538 7240
	Cell: 082 920 5182	E-mail: janet@partydesign.co.za
Party Design	Ms Hilary Moore	Tel: +27 11 538 7250
	Cell: 082 452 4041	E-mail: hilary@partydesign.co.za

Western Cape Branch

Matex Innovations cc	Mr Vernon Hattingh	Tel: +27 21 932 7540
	Cell:	E-mail: matex@icon.co.za
Party Design Cape cc	Ms Bianca Duckitt	Tel: +27 21 510 7280
	Cell:	E-mail: bianca@partydesign.co.za

You are encouraged to view the SAACI web site (www.saaci.co.za) for up to-date information SAACI Members and the services that they can provide.

Members of the SAACI Service Chapter pledge to act with professionalism and integrity in all dealings with clients and colleagues within the MICE Industry and throughout, to maintain the highest possible standards in the best interest of all concerned and to uphold the SAACI Articles of Association, the Service Chapter Code, and the By-laws.

SAACI cannot endorse or warrant the services or products of any of its members

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