

## ENTERTAINMENT PROVIDING SERVICE

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

- Are you able to give a selection of entertainment to suit my function
- Have you worked with this entertainment before
- Have you seen/heard this entertainment before
- How long do they perform for
- Will they do overtime if requested?
- Is there a cut off time for the overtime?
- Do they charge "per diems" over and above their quoted fee? Are there any other fees I should be aware of which they don't necessarily quote on, before sending the contract through?
- Does the artist have "preferred suppliers", or are there some suppliers they will NOT work with?
- Does the artist insist on security and public liability insurance being provided for them?
- Do they have their own equipment or should/must equipment be supplied?
- What happens if the entertainment doesn't pitch?
- What are the cancellation clauses?
- What are your payment terms?
- Do you have references and demo material on this entertainment?
- Will there be someone from the supplier company on site to check arrival or who is contactable?
- How does the quoting and contracting process work? What comes next?

### INFORMATION TO PROVIDE TO A POTENTIAL SERVICE PROVIDER

- Which venue are you using?
- How many people will be attending the event?
- What type of event is it?
- Is there a theme for the event?
- What is the age group of the guests?
- What is the cultural mix of the guests?
- From which industry are they?
- What else is happening during the event? other speeches, awards etc
- What is the layout of the venue for the event?
- Is there a stage being provided?
- Who is handling the stage, sound and lighting?
- Can the supplier company liaise with them direct?
- Is a meal/refreshments to be provided for the entertainment?
- What time can the performers get in to the venue to set up/sound check/rehearse
- Who is the contact at the venue for getting equipment in?
- Who is the contact for the function?
- Have you used performers/entertainment before? If so who?
- Are there any sensitive issues to be avoided? (Comedians)
- Are there change rooms being provided?
- Can the entertainment see the venue beforehand?
- When payment will be effected?

#### 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

## ENTERTAINMENT PROVIDING SERVICE

**PROUD SAACI MEMBERS PROVIDING A RANGE OF ENTERTAINMENT PROVIDING SERVICES****Eastern Cape Branch**

Barry Hilton Promotions

Mr Barry Hilton  
Cell: 082 320 5522Tel: +27 41 379 2427  
E-mail: barry@barryhilton.co.za**Kwa-Zulu Natal Branch**

Snazzi Events &amp; Entertainment

Ms Antonella Fyall  
Cell: 083 565 4767Tel: +27 31 765 6880  
E-mail: antsf@snazzevents.co.za

Snazzi Events &amp; Entertainment

Ms Linda van der Veen  
Cell: 082 808 8011Tel: +27 31 765 6880  
E-mail: lindaav@snazzevents.co.za**NTB Branch**

About Entertainment

Ms Lisa Loeb  
Cell: 082 560 1756Tel: +27 11 482 8522  
Email: lisa@aboutentertainment.co.za

Drums &amp; Rhythm

Mr Eddie Bunting  
Cell: 082 772 9280Tel: +27 11 888 1091  
E-mail: info@drumsandrhythm.com

Conference Speakers International

Ms Lynne Duncan  
Cell: 082 330 0962Tel: +27 11 465 4457  
E-mail: info@conferencespeakers.co.za

Kgalema Entertainment

Mr Mofenyi Ramalepa  
Cell: 082 424 2179Tel: +27 11 443 4048  
E-mail: kgalemaentertainment@yahoo.com

Monster Party

Mr Lloyd Wild  
Cell: 083 272 2600Tel: 0860 672 789  
E-mail: info@monsterparty.co.za

Speakers Inc

Ms Bronwyn Roberts  
Cell: 083 278 3151Tel: +27 11 622 1228  
E-mail: bronwyn@speakersinc.co.za

Speakers of Note cc

Mr Neil Burnett  
Cell: 082 552 6436Tel: +27 12 259 0113  
E-mail: neil@speakersofnote.co.za

The Drum Café Events

Ms Bronwyn Combrinck  
Cell: 083 577 8899Tel: +27 11 834 4464  
E-mail: bronwyn@drumcafe.com**Western Cape Branch**

Star Trackers

Mrs Lesley Wells  
Cell: 083 702 8139Tel: +27 21 438 4239  
E-mail: info@startrackers.co.za

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

Members of the SAACI Service Provider 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 provider Code, and the By-laws.

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

**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