



**OFFICE OF THE EXECUTIVE MAYOR  
PROTOCOL DOCUMENT**

**Event:**

**Date of Event:**

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**Please be advised of the following provisions:**

- (1) The invitation is accepted on the basis that we agree to the final programme;
- (2) If the final programme changes the date and time originally agreed to we cannot guarantee we will be able to accommodate the event.; and
- (3) All invitations are accepted on the basis that they could be changed if emergency meetings or urgent issues arise that require the Executive Mayor's attention.

**Please forward all the following information no later than 7 days before your event to [khofhuis@knysna.gov.za](mailto:khofhuis@knysna.gov.za)**

1.	<b>Host of Event</b> (If a person please provide title, name and designation)	
2.	<b>Time of Event</b>	
3.	<b>Venue</b>	
4.	<b>Format of Event</b> (e.g. official opening, conference, march, breakfast, dinner, gala event etc.)	
5.	<b>Theme of Event</b>	
6.	<b>The purpose of the Executive Mayor's attendance at the event</b> (e.g. ribbon cutting, plaque unveiling, keynote address, guest speaker, delegate, guest etc.)	
7.	<b>Topic of Executive Mayor's address/speech</b>	
8.	<b>Final timed programme / order of proceedings</b>	
9.	<b>Names of people who will be receiving the Executive Mayor</b> (please provide title, name and designation)	
10.	<b>Estimated amount of people attending the event</b>	
11.	<b>Guest List</b>	
12.	<b>Guests seated with the Executive Mayor</b> (please provide title, name and designation)	
13.	<b>Table Plan/ Numbers</b> (if relevant to the event)	
13.	<b>Language usage</b>	

14.	<b>Dress Code</b>	
15.	<b>Are media invited to the event</b> (if so, please provide name/s of media outlet)	
16.	<b>Additional reading information</b> (about the event and your organisation)	
17.	<b>List of your organisation's Board of Directors/Committee/Managers in order of seniority</b> (please provide title, name and designation)	
18.	<b>Contact person for the event</b> (please provide name and cellphone number)	
19.	<b>List of Exclusions (prohibited items)</b>	