



BOTSWANA NATIONAL OLYMPIC COMMITTEE



COMMONWEALTH PUBLIC LECTURE

9TH MARCH 2015

Event Management Plan

1. OVERVIEW

Among other things the BNOC, has the responsibility to promote the Commonwealth Ideals in Botswana, hence the idea to host a Public Lecture. The British High Commission has agreed to sponsor the event. Funds permitting, BNOC will endeavour to host similar events in other parts of the country to promote the Commonwealth Ideals.

The public lecture will be held under the theme **“Uniting the Commonwealth Family through sport”**. The former Commonwealth Deputy Secretary, Mrs Mmasekgoa Masire-Mwamba will be the Guest Speaker.

Invitations have been sent to Federations, MYSC, BNSC, High Commissioners, Members of Parliament – Sport Portfolio, media and the general public.

2. EVENT PLAN & ESTIMATE BUDGET

	ITEM	DESCRIPTION/ ACTIVITY	Status	R Y G	Estimate COST (BWP)	Actual Cost (BWP)	Target Date	Date Comple ted	Resp
1.	Budget	<ul style="list-style-type: none"> Seek sponsorship for the event 	Done- British High Commission to sponsor		15 000.00 (British High Commission)				Lame Ramokate
2.	Venue	<ul style="list-style-type: none"> Fairgrounds Holdings - The Pavilion 	Booked - purchase order issued.						Mackson Mackson
4	Guest Speaker	<ul style="list-style-type: none"> Former Commonwealth Secretary General approached to be Guest Speaker 	Mrs. Mmasekgoa Masire-Mwamba confirmed.						Lame Ramokate
5.	Invitation List	<ul style="list-style-type: none"> Invitations sent out - Board, MYSC, Federations, High Commissions, Media, Parliament Sports Portfolio 	Confirmations to be made from 02/03/15						Mackson Mackson California Molefhe (Federations) Modisaotsile Phatshwane

Appendix A

	Responsible	Duties allocated
1	Mr. Modisaotsile Phatshwane, Nomsa Thema (British High Commission)	Protocoling of Minister, High Commissioners and Guest Speaker and Board
2	Ms. Lame Ramokate	Project Coordinator oversees all the preparations for the event.
3	Ms. Wedu Motswetla	Ushering Team Leader
4	Mr. Mackson Mackson	Branding
5	Mr. Mackson Mackson	PA system (3 roving mikes)
6		