



## M-PESA Foundation Academy Events Briefing Form

### Department Information

Department Name:

Contact Person:

Contact Number:

Email:

Date of Brief:

Date/s of Events:

### Event Information

Event Format      Physical       Hybrid       Virtual

Event Type: Workshop

Conference

Getaway

Team Building

Prize Giving

Sporting Event

Staff Chill outs

Year End Party

Student's Party

Birthday Parties

Others

Please specify if other:



**Event name:**

**Proposed Theme**

**No. of Pax:**

**Estimated Budget Amount:**

**Additional Information**

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**Event Venue**

**Proposed Venue:**

- Sports Hall
- Auditorium
- Swimming Pool Area
- 25 Acres ground
- Other

Please Specify:



Please use the table below to indicate the event services you might require at your event by ticking the relevant service;

<b>Service required</b>	<b>Service detail</b>	<b>√ Service required</b>
Accommodation/Hospitality	Academy/ Hotel/other	
Attendance logistics	Invitations / RSVPs / aide memoire's	
Branding	Banners / flags / screens etc	
Décor	Furniture / draping / styling	
Design, print & production	Web / E-Shots / Certificates/Banners	
Entertainment	School Band or Choir / Artist / MC	
Exhibitions	Infrastructure build / Showcases	
Food & beverage	Meals / Snacks / refreshments / bar	
Gifts	Branded Merchandise / giveaways	
Hosting Support	Hired Casual/Staff/Student Ushers	
Photography	Photos / photo booths	
Videography	Video Coverage	
Safety, security & risk mgt.	Parking Reservations	
Team building	Organized In-house/External	
Technical requirements	AV / sound / staging / lighting etc	
Transport	Bus/Taxi/Van	
Travel	Flights / airport assistance	
VIP Services	Meals / Senior Management meet & greet / School Tour	



Running Order / Programme

Time	Activity	Venue

**Additional Information**

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## **TERMS AND CONDITIONS**

### **Internal communication needs**

These should be briefed to the PB & C team to help facilitate.

### **Budget**

Where there is a budget expected, **work will not begin** until spend is confirmed by your respective HoD through signature on stated budget.

### **Timelines upon receipt of brief:**

Event delivery timeline will be 1 month for all calendared events and no more than 14 days for eventuality events.

All events with the school should be uploaded to the termly calendar for ease of planning.

### **Procurement of supplies and suppliers briefing:**

10 working days to close on supplier from date of brief

Procurement process takes 5 working days to revert with a preferred supplier upon which the event team will undertake the supplier briefing

Depending on the event, it takes 2 working days for the supplier to revert with quotations

In the case of negotiation, it takes 2 more working days to settle on a final quotation

### **Supplier Visits/Recces**

(These are done two-fold)

Supplier briefing is considered through a first site visit which allows all teams to understand the concept.

Repeat site visits can be made to aid all teams in understanding the concept/layout and other elements.

Once concept is agreed upon and budget approved, the events team will set a date for the rehearsal or dry run of an event which is normally a day or two to the main event.

### **COVID-19 Measures on OSH**

All in person events will be done with the express approval of the Executive Head of School and prevailing guidelines around COVID.

- Maximum no. of guests shall not exceed prevailing guidelines from Ministry of Health & the Academy's COVID Committee.
- All personnel should have their temperatures checked and must not exceed 37 degrees Celsius.



- All necessary PPE must be worn properly at all physical meetings including facemasks.
- There should be provision for regular handwashing and sanitization for all personnel.
- Social distancing measures must be put in place (1.5 meters between 2 people).
- All personnel attending physically may be required to take a COVID-19 test, prior to entry at physical venue. This will be communicated upon revert to brief

### **Invites to the guests/participants**

To be sent 3 weeks in advance to allow RSVP a week to the event

Communication about the event shall come from the following email addresses

[communications@mpesafoundationacademy.ac.ke](mailto:communications@mpesafoundationacademy.ac.ke)

[executivehead@mpesafoundationacademy.ac.ke](mailto:executivehead@mpesafoundationacademy.ac.ke)

[hr@mpesafoundationacademy.ac.ke](mailto:hr@mpesafoundationacademy.ac.ke)

[mentorship@mpesafoundationacademy.ac.ke](mailto:mentorship@mpesafoundationacademy.ac.ke)