



# SRC 2020/2021 Annual Report

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## Constitutional Responsibilities

The Student Constitution requires the SRC to appoint a manager for KuKo in terms of Section 30(2)(a). The responsibilities in terms of Section 30 of the constitution are to manage the KuKo committee and attend at least one SRC meeting per term.

## Portfolio Overview

The SRC Arts and Culture Committee is responsible for hosting numerous cultural events during their term. These events take the form of competitions showcasing the culture of Stellenbosch University students. KuKo performs the role of representing the SRC's cultural interests by being involved in conversations on campus regarding promotion of the Arts hence the chairperson serving on institutional committees namely the Student Achievement Committee and Student Affairs Selection Committee. As an SRC portfolio, KuKo must at all times fulfil that role in representing all students and ensuring that all events are inclusive and representative of the student body.

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As the only body promoting the arts and culture of the student body as a whole- KuKo is responsible for organising events where students are able to express their identities in a way that promotes their wellbeing. KuKo's role in the University is, therefore, to create opportunities where all students can freely express their culture and showcase the different types of culture at the University to students and the public.

## Committees / Task Teams

As the KuKo Manager- I primarily serve on the SRC Arts and Culture Committee. As the SRC's cultural representative, the KuKo portfolio holder serves on the institutional committees, namely Student Achievement Committee and Student Affairs Selection Committee and is responsible for giving input on the Rector's Awards for Excellence in Culture.

## Year Overview

### Term 1

The first thing I tackled were the opening of applications for the KuKo Executive Committee. Even though not being able for face to face interviews on campus, I managed to appoint the KuKo Executive Committee successfully early in my term. The KuKo Executive Committee had their first meeting in November 2020 and their second in January 2021. During the term I looked into the changing of the KuKo logo and the conversation of certain bookings of venues took place, however still waiting on full confirmation re venues.

The Alumni Office (Mr Ferdi van Dyk) came in contact with KuKo and we are in communication of a possible collab for an SUAC Showcase during Woordfees and Homecoming later this year. Lots of planning is taking place regarding events for the next term.

I can state with much pride that one of my goals for KuKo has been executed, which is the changing of the KuKo logo. This logo will be used for KuKo's representation in our official documents, programs, etc.

### Term 2

During the second term, KuKo held 2 events namely Molasseser and Debating. Both events happened in the first term of the academic calendar and was done so successfully under the circumstances of the Covid19 pandemic presented. It was quite a rollercoaster ride to get everything in place as there is a lot of admin attached to an event happening on University grounds. However, I got approval from the different stakeholders necessary. In the last week of the term, Anele wanted to schedule a following up meeting. This was discussed at our SRC meeting about the follow-ups from Student Governance. The meeting went well and Anele, Thulani and Sharine (who attended the meeting) was satisfied with what I presented and how things was handled. I also successfully held the KuKo Variety Show Music category that was fully online. During recess I had a scheduled meeting with the Military Academy's Acapella group, discussing SUAC about their possible participation in the competition.

I ran into a few hiccups from the Prim Committee side, TSR Culture Representative, Residence House Committee members and Debating period.

- The Tygerberg Prims felt that KuKo does not consider their campus and their schedules when setting out our event dates. Which I responded to from KuKo's side as the fact that we as KuKo has been in contact with all of the Culture House Committee members of all the residences and PSO's since October/November 2020. KuKo Executive does have a Tygerberg Representative for the input from their campus. I have sent them all the dates and no one has complained and therefore I assumed everything is sorted. It also came to my attention that

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the Culture HK's do not communicate with their Prims, however that has been addressed to the prims and the culture HK's. This led to me speaking to Leoné and the Culture HK's.

- TSR Culture Representative: As in previous years, Tygerberg has always sorted out their own transport to Stellenbosch for the events taking place as it is their responsibility. This is due to the fact that is much cheaper. However, for Molasseser I had to arrange transport and it came down to be quite expensive. The response that I received from the culture rep was shocking and I did speak to Kristen in this regard.
- HK Members: The Hippokrates Men Culture House Committee member has raised his voice when his group did not make the finals of Molasseser. The KuKo vice-chair, KuKo Project Manager in charge of Molasseser, and myself met with him and discussed the whole situation. He was very arrogant but we as KuKo kept it professional and civil. It was resolved and we came to common ground.

During the search of venues for KuKo's Annual Debating, we came in contact with the BA Faculty in order to make use of their venues/classrooms. They have sent me everything necessary and I made the booking for the event and was waiting for a quote. I received an email two days before the event, stating that they do not allow "STUDENT SOCIETIES" to have events at the building. Firstly, I was shooketh as they thought that KuKo is a Society, and secondly, I asked the question that why they would let me fill in all the documents just to tell me that they are not allowed to assist. However, everything was sorted out, thanks to Kira, Nomzamo (*may her soul rest in eternal peace*) and Sharine for coming to the rescue. On a side note: Chancellor Justice Cameron is always keen on being a judge for the KuKo Debating. I did contact him this year, however he could not be a judge due to him tested positive for Covid19.

Nevertheless, always the more, the events KuKo has done so far was successful. Now onto the next!

### Term 3

Events done:

- KuKo Variety Show Writing, Variety Show Photography and Art
- Toneelfees/Theatre festival

KuKo received a great amount of interest in the variety show and had a lot of entries. The winners of these categories are yet to be awarded. I saw it as a very successful event as I was a bit sceptical of this event. It was wonderful to read the writing pieces and the being able to see wonderful art work and photography. I am pleased with the turnout of this event and would definitely recommend to continue with it in future years.

Toneelfees had its ups and downs. I was introduced to the Central Events and Conferencing Office (CECO) through Nicky Fransman and I worked with Ulrike Vorndran. She assured all of the venue rentals and everything that needed to be in place for the venue, including covid19 compliance. Myself, KuKo Project Manager and General Committee members had a short covid19 compliance training that was done by Ulrike herself and this included venue safety, cleaning, handling of guests and groups and staff, etc. Due to the first time that Ulrike was working with KuKo there were a lot of miscommunication and misunderstanding. She took over in places where she was not supposed to intervene, she tried to influence decisions made by KuKo, etc. However, I had a discussion with her and we set out and agreed on all the duties that I expected from her specifically as CECO. It was understandable because she never worked with KuKo, so I believe we all live and learn. From all this she informed me about the CECO short term rental policy that was set up at the beginning of the year in working with the ICBC. She emailed it to me and I have sent that policy to Xola. What went well was that Ulrike really helped with the finding of a venue as it was a nightmare. Once, the venue was set and confirmed, KuKo had a small but successful Toneelfees.

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Due to level 3 covid19 restrictions, we met our expectations on a different dialogue: KuKo had to make use of the semi-online alternative that was set out at the beginning of the year. We exceeded this by purchasing 4 new KuKo banner walls and somehow turned a musical concert stage into a theatre stage. Surprisingly, KuKo had a lot of entries and we enjoyed watching the performances. We have fell short of executing Toneelfees as known and had to split into two different ways namely internal and external. Internal being that the groups record their own performance and send it in to KuKo. External being the groups making use of the stage KuKo provided with everything coming with it such as camera, lighting, sound, etc. This decision was made after an argument outbreak over Culture HK WhatsApp group, as some of the groups felt uncomfortable with performing on a stage and all the covid19 cases increasing at that time. The groups questioned KuKo's ability to execute the event safely and that placed a deep spitefulness in my subcommittee towards the HK's but we were generous and after a weekend of meetings with my subcommittee lead to decision mentioned above. Toneelfees is currently still underway as this decision made it to be a very long dragging out event.

## Term 4

Toneelfees continued and KuKo wrapped it up by collecting all the videos from the groups after editing and sending it through to our judges. The judges gave their scores and we are in the process of finalising the awards and uploading of videos onto KuKo YouTube page.

SUAC was scheduled to take place during term 4 however, due to SU Risk Management and the ICBC not approving our event because of the sudden rise in Covid19 cases on campus, SUAC could not take place during the academic term 3 as we would've liked to execute it.

As the country has moved to level 2 restrictions from the President's speech on 12/09/2021, we look into the possibility of going forth with SUAC in the 4<sup>th</sup> term of the academic year. I had a brief discussion with Brandon Como about the way forward to give SUAC a low-key performance and all we need is a venue (most preferably the Endler), this is still in discussion but soon to be concluded.

As KuKo Chairperson, I also serve on the SAC and SASC. During this term these committees has been busy in finalizing the rector's awards of excellence. This was successfully done after the rubric set up review by the SASC. The culture category rubric was first revised by the committee, then I amended and compiled a possible rubric to be used. The rubric was revised by Heidi October and Dr Makhetha for approval.

## Year

2021 has been a year full of adventure and an intense rollercoaster experience at its best. This overview should therefore be considered within the context of the year and not be seen as a true reflection of what this portfolio should and can entail. I will discuss this year's events under a few broader sections for ease of understanding.

### SRC Duties

With this portfolio comes a heavy admin load and that doubled when Covid19 became part of the play. Running this portfolio during a time of a pandemic is not easy as to what this portfolio is based on, is one of the biggest reasons why we have Covid19 spreading. The year ended with me trying to get events to take place and my committee and I had to make as much changes as we could. Coming up with alternatives in order to ensure that we execute the events as safe as possible. This brought a lot of discussion and time, leading to KuKo being on the edge every time planning as planning could not be done too far ahead due to the uncertainty on these unprecedented times.

*SRC duties:* Office duty, Portfolio feedback, SRC welcoming initiatives and assisting other SRC portfolios as needs be.

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## Additional KuKo projects between 2020-2021

The following four projects were additionally undertaken by the KuKo committee:

Due to the lack of trophies for our competitions, we undertook to acquire 4 new trophies. These were for the Debating competition (2), Toneelfees and the proposed KuKo Culture Award. [With this comes an addition SUAC trophy. I will send relative pictures of the trophy that was unfortunately stolen from the respective residence who won the award.]

Finally, the proposed KuKo Culture Award policy were developed. This award is discussed below and will have the effect of boosting Arts and Culture in different Community Spaces.

## Projects underway

The following projects are still underway and could be continued with if you deem it necessary and/or important.

Firstly, the KuKo Variety show is an event that I strongly recommend to continue with. As such it should not have an effect on your portfolio plans and vision.

Secondly, the process to acquire new trophies is still underway. The idea was to acquire new trophies for the Debating and Toneelfees competition. This would require getting quotes from various sources and comparing trophies to find the most suitable ones for KuKo's events.

Thirdly, the KuKo Culture Award is being planned for next year. This will be a Trophy/Shield to be awarded to the PSO or Residence who accumulated the most culture points during the year. The idea is that points will be awarded for various participation, winning and volunteering at KuKo and other culture events which will accumulate throughout the year.

Fourthly, at the time I am writing this report KuKo is still busy planning SUAC and try to find a suitable way to execute the event in order to give the groups a validation for their hard work they've put in.

## Recurring Annual projects

KuKo generally hosts 5 core events during the first 3 terms of a year. Due to 2021 being the unique year it has been so far, KuKo set out various alternatives for each event and how it was executed. I will share a folder with all the alternative discussions and decisions regarding the events to the incoming Chairperson. These alternatives are set for the current state of the pandemic and how the year 2021 brought us new experiences.

*!!!!(Note the additional alternative documentation for each event set up in 2021. The information that follows is based on the normal event circumstances/execution)!!!!*

The information that is following is a brief overview of how the events are generally structured and organised but should by no means be seen as a constrictive agenda:

### Molassesêr:

Hosted at the start of the year, this event aims to jumpstart culture through a relaxed inter-community music and dancing competition. There are two rounds consisting of a few days of Prelims and a single evening of Finals. The prelims are hosted at multiple venues across campus and allow groups to walk between shows and perform multiple times for attendants judging panels. The finals are hosted at a single venue and are judged by a more esteemed panel than the Prelims. Organisation is quite easy and require only the following:

- Judges at Prelims and Finals

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- Prelims venues (minimum 2)
- Finals Venue
- Lighting and smoke for Finals
- Photographer
- Certificates for winners and prizes
- Ensuring floating trophy is returned and handed over
- Printing rubrics and making judging booklets for finals
- Assistance to ask admission fee at Finals
- Cash float for Finals
- Tickets or stamps
- Security at Finals event
- Entries from residences and PSO's
- Schedule/program for Prelims

### Toneelfees:

Toneelfees, as the 2<sup>nd</sup> largest event, requires quite a bit of groundwork to organise. The general idea is a week of Prelims shows that are hosted in the evenings. The subsequent week there should be a gala-evening where the top shows are performed again. The intricacies and technicalities of this competition can be found in the rule documents. The following is however a list of items that should be arranged:

- Judges for the Prelims week. Preferably 3/4 each evening
- Judges for the gala evening. Preferably the same judges plus an additional new judge coming in
- Remuneration for Judges
- Auditors for independent tally
- Entries and technical forms
- Prelims schedule
- Move-in schedule for groups to bring their decorations and equipment
- Venue
  - Come in contact with the relevant people as soon as possible regarding dates. (Details later in document)
- Slots for groups to rehearse once on the stage
- Volunteers to work at doors and take admission
- Cash Float at door
- Tickets or stamps
- Online ticket sales and scanning
- Catering and wine for Gala evening
- MC for shows
- Technical assistant to handle the lighting and sound
- Posters and advertising
- Prizes and awards
- Photographer

### KuKo Variety Show:

Declaring this event as an annual one, because it gives everyone on campus the opportunity to participate without it being limited to a residence or PSO. This is an event that saw the light of day in 2020 during heavy lockdown, but I believe it has the ability to be an event to be run every year. It is

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not a big event and it does keep the social media platform busy. This is primarily run by the Chair/Secretary and the Social Media and Marketing Portfolio

This competition can be hosted fully online. It is open to the whole student community. Consist of different categories and each winner is awarded with a small cash price. This is run by the KuKo media and marketing member in collab with the secretary.

- Entries per category
- Posters and advertising

### Debating Competition:

The debating competition is hosted parallel in Afrikaans and English. It allows teams to compete for their communities or independently. The rules are largely up to KuKo but we have recently adopted the World Schools Style as a more accessible format for non-professional debaters to also partake. The success of this competition is largely based on the amount of entries and the quality of adjudicators. Experts in specific motions should therefore be utilised for later knock-out rounds. It is advised to make use of a group/pool phase to start the competition off with and then switch over to a single round knock-out to get to the finalists. The following should be organised for this competition:

- Judges from the debating Union
- Expert or ceremonial judges
- Remuneration for Judges
- Marking rubrics
- Enough venues to facilitate the preliminary pool phase on a single day
- Enough entries
- Scheduling of program
- Awards/Certificates for winners
- Posters and advertising

### SU Acapella:

By far the most complex project, this showcase spans over 6 distinct events. This is the flagship showcase of KuKo and must not only be organised with the utmost professionalism but also improved in each year. I sincerely hope that I do not have to explain the concept of SU A Capella to the incoming Chair, so I hope you know what it entails and the vision for it. The following is just a breakdown of the distinct events within this showcase and serves merely as a guideline for organisation. Please do start with preparations as soon as possible and ensure that dates and venues are already finalised before the start of the next academic year.

#### *Workshops*

Multiple workshops be hosted to help groups arrange their performances. The topics may range from how to arrange music, dance lessons or vocal exercises. It is generally required to arrange for a facilitator to do the workshop. Furthermore, only venues, refreshments and knowledge of the workshops must be arranged. It is additionally advised to host at least one workshop at Tygerberg.

#### *SUAC Dance*

This will serve as the kick-off for SUAC season. It does not have to be anything special but should be an event where groups can socialise with each other and get to know each other before the rounds start. How much organisation needs to go into this is up to your own discretion and will be based on what you want to achieve therewith.

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### *Aca-Loop and Aca-Trip*

These are hosted before prelims and semi-finals respectively. It consists of the participating groups walking between a few residences and then performing there for residents to come and watch them. The one before prelims is held on Main Campus and spans 3/4 residences whereas the one before semi-finals are hosted at 2 venues on Tygerberg. KuKo merely organises venues and the schedule, groups are responsible for their own transport.

### *Prelims/Semis/Finals*

The final 3 events are the most intensive. Due to the overlapping arrangements I will explain the details together. As a point of departure, the amount of entries will generally dictate the number of groups going through to each subsequent round. The SUAC rules should set out most of the technical aspects of the shows and as such this document will merely explain what administrative arrangements must be performed and implemented:

- The Endler must be booked long beforehand to ensure availability of dates
- Entries must open and be received quite early
- Based on the entries, a schedule for prelims must be created
- The number of groups going to Semis and Finals should be determined for each category and thereby dates should be established
- Finalisation of venues should be confirmed
  - Preferably 2 shows per evening (repetition)
  - Finals also 2 shows but 2 separate venues so as to avoid time lapse
- Volunteers for helping at shows be recruited – KuKo General Committee
- Volunteers be briefed on duties
- Online ticket sales be set up and opened
- Cash sales and floats organised
- Scanners at doors for tickets
- Catering in foyer for people to buy during intermissions
- Judges for each round
  - Preferably 1 additional judge for each subsequent round
  - Room for judges to wait and deliberate
  - Catering for judges in the room
  - Judging rubrics (KuKo has binders)
- Auditors for independent tally
- Remuneration for judges
- Rehearsal slots for groups on stage
- General lighting and sound operator
- Lighting for Finals
- Video recording
  - Live streamed to YT
  - Prelims and Finals be recorded
  - Finals done more professionally with multiple cameras
- Ambulances and First Aid at shows
- Security at shows
- Event approved at Risk Management
- Seats reserved for judges and auditors
- MC
- Warm-up venues/rooms for groups

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- Posters and advertising
- Photographer
- “Campus Favourites” survey costs

## Budget

### Budget & Reasoning

The budget displayed below was the full setup for the KuKo year. We could not follow this budget strictly but kept in the range of it as covid brought a lot of other things with that was not budgeted for. I would suggest that you do have a look at ALL the term reports from KuKo of 2021 as well as 2019 to get a well-rounded idea and understanding of the budget, reasoning and expenditure.

KUKO		
Rewaldo Carolus		
<b>Total Allocated in 2020:</b>	R 47,638.45	
<b>Allocated balance 2020</b>	R100,000.00	
<b>Balance Carried over 20/21</b>	R 19,300.00	
<b>Allocate excluding balance carried over</b>	R100,000.00	
<b>2021 allocation including balance carried over</b>	<b>R119,300.00</b>	
<b>Budget</b>		
<b>Income of the year 2019</b>	R362,800.00	
<b>Estimated set for events 2021:</b>		
Debating	R 15,000.00	
Molasseser	R 20,000.00	
Toneelfees	R 40,000.00	
SU Acapella	R260,000.00	
KUKO Variety Show	R 6,000.00	
	<b>R341,000.00</b>	
<b>Expenses extra:</b>		
Transport	R 5,000.00	Depending on transport needed
Payment for sub-comm	R 8,000.00	This payment can be once off when term is over, 1000 per person
Blazers	R 7,200.00	Working through Matie Shop, 800 per blazer
Collaborations	R 2,000.00	Set out for any possible committee collabs
Discretionary fund	R 1,000.00	
Investments	R 2,500.00	New event trophies
	<b>R 25,700.00</b>	
<b>Total year expense:</b>	<b>R366,700.00</b>	

### Summary of budget 2021:

#### *Molasseser:*

- Total budgeted for R20 000
- What it is budgeted for:
  - Judges
  - Sound and Lighting
  - Awards
  - Photography and Videography
  - Security
  - Medical services

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(Due to the change in how Molasseser took place this year the need for Security and Medical services were not necessary and therefore helped with transport for Tygerberg Students to come to Stellenbosch. This was not in my initial budget as Tygerberg was supposed to sort that out by themselves.)

*Debating:*

- Total budgeted for R11 750
- What it is budgeted for:
  - Judges
  - Awards
  - Printing
  - Venue

*KuKo Variety Show:*

- Overall budget is R2000
- However, decreased it to R1000, as there are no external judges.
- What is budgeted for:
  - Winning prize

*Toneelfees:*

- Total budgeted for R40 000
- What it is budgeted for:
  - Sound and Lighting
  - Awards
  - Photography and Videography
  - Security
  - Medical services
  - Judges
  - Venue

**Expenditure so far**

Molasseser: R12 375,87

Debating: R2100

*Toneelfees:*

- Venue (including Covid Cleaning, Lighting and sound technician, stage manager, Medical): R29 668.00
- Judges: R10 000.00
- Photography: R1000.00
- Transport: R644.46
- Sound: R3864.00
- Toneelfees recording: R13 282.50

Banner walls: R10 396.00 (Due to the nature that Toneelfees took place and the different venue that was used, New KuKo banner walls were purchased. This falls under general and not Toneelfees)

Kuko Variety Show: R500

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## Recommendations to improve portfolio

1. Make sure all stakeholders know exactly what KuKo is and where KuKo's stance in the University SRC is.
2. Book venues ASAP to confirm dates
3. Ensure there is not a global pandemic during your term
4. Meet with Culture HK's in person and try to get them to share your vision and plans for the year
5. Assist Communities when they are hosting their own cultural events, whether financially, advisory or with publicity
6. Collaborate with other SRC Portfolios to help them achieve their goals and create new events or programs in the process
7. Liaise with other institutions ASAP to host a varsity A Cappella competition or inter-varsity debating competition
8. Finalise and implement the KuKo Culture award
9. Speak with the MASC Captain and get the military campus involved in at least one of the 5 core events. They were keen for SUAC this year and so far they still participate.
10. Target Tygerberg to compete in either debating or Toneelfees in addition to only partaking in SUAC and Molassesêr
11. I will probably think of some more recommendations in the coming weeks so please organise a coffee with me to debrief and give you some more tips
12. According to short rental of venues policy, KuKo has to work with Ulrike regarding events and venues. However, first speak to the venues yourself before contacting her. Her contact details are below.
13. Communication!!!
14. Give the KuKo Variety Show the Secretary to assist with emails.
15. General access for Secretary to KuKo emails for assisting in the amount of emails received.
16. I would suggest that Chairperson always proof-read emails before sending out.

## Miscellaneous handover information

The following information and items should be personally requested from the incumbent KuKo chairperson:

- Login details for Instagram account
- Login details for Twitter
- Login details to the [srcculture@sun.ac.za](mailto:srcculture@sun.ac.za) inbox until account is linked to you.
- Access to the KuKo YouTube page (Contact Dewald)
- Login details for the KuKo Quicket account
- Contact details of incoming Culture HK's (Prim committee chair)
- Latest versions of Rule documents for events
- All additional documents of current year
- Marking Rubrics
- Judging Binders

The following should be requested from Student Governance as soon as possible:

- Access to the SRC Office
- How to make use of office phones

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## Important Contacts

### Projects:

#### *Dewald Labuschagne*

- PHI Films director
- Videography especially useful for SU A Cappella
  - 076 336 3505
  - [dewald@phifilms.co.za](mailto:dewald@phifilms.co.za)

#### *Nicky Fransman*

- Facilities Officer at Conservatorium
- Bookings at Endler and Fisser for Events there
  - 084 206 5372
  - [nfr@sun.ac.za](mailto:nfr@sun.ac.za)

#### *Anè van den Berg*

- Drostdy Theatre manager
- Bookings at theatre especially for Toneelfees
  - 079 699 5091
  - [info@drostdyteater.co.za](mailto:info@drostdyteater.co.za)

#### *Quicket Office*

- Miscellaneous arrangements with regards to the ticket platform
  - 021 424 9308 or [support@quicket@sun.ac.za](mailto:support@quicket@sun.ac.za)
  - Sales rep at Quicket: [sales@quicket.co.za](mailto:sales@quicket.co.za)

#### *SUNMedia*

- Client Services  
(This is for all events' judging booklets. They are much more convenient to use as payment process is much easier)
  - [tasneem@sun.ac.za](mailto:tasneem@sun.ac.za)
  - [jameshart@sun.ac.za](mailto:jameshart@sun.ac.za)

#### *Simon O'Connor*

- EI Designs
- Lighting and smoke equipment, useful for Molassesêr
  - 082 476 1293
  - [Sieidesigns71@gmail.com](mailto:Sieidesigns71@gmail.com)

#### *Debating Union*

- Provide judges for debating competition
  - [USDV@sun.ac.za](mailto:USDV@sun.ac.za)

#### *Brandon Como*

- Events and Security Operations Offices
- Enquiries and approvals for events hosted
  - [como@sun.ac.za](mailto:como@sun.ac.za)

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*Phillip Ramothwala (For any big invoice payments)*

- ASSISTANT ACCOUNTANT FINANCIAL SERVICES
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