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STUDENTS'
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STUDENTS' REPRESENTATIVE COUNCIL
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1918 - 2018





Contents

Constitutional Responsibilities.....	3
Portfolio Overview	3
Key duties.....	3
Committees.....	4
Year Overview	4
Projects underway.....	8
Recurring Annual projects.....	9
Budget Overview.....	16
Recommendations for Portfolio Improvement.....	18
Miscellaneous handover information.....	19
Important Contacts.....	19





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. As an SRC portfolioKuKo must at all times fulfil that role in representing all students and ensuring that all events are inclusive and representative of the student body.

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.

Key duties

The following is just a list of duties that should be performed by the portfolio holder in the subsequent term:

1. Immediately open applications and appoint a KuKo committee





2. Compile a list of all Culture HK's and create a Whatsapp group, this will be the main from of communication during your term.
3. Refer to Miscellaneous Handover items and collect that details and items
4. Create a year plan with proposed event dates
5. Organise a Culture HK meeting and go through year plan with them including new ideas for portfolio
6. Create a group of KuKo Volunteers to help out at events
7. Compile the KuKo budget
8. Liaise with TSR and MASC to support them in their Arts and Culture programs
9. Serve on the Achievement Committee and advise on the Culture award
10. Arrange the events set out later in this report
11. Attend office duties as an SRC member
12. Write a handover report for the next Chair

Committees

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 university's Achievement Committee and is responsible for giving input on the RA for culture.

Year Overview

2020 has been a rollercoaster at 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 (and problems)





Due to internal problems, the 2019/20 SRC were behind with their duties to elect members and appoint managers. As such, the other managers and I were only appointed in March of this year. This was quite problematic for two reasons. Firstly, the arrangements for SUAC and Toneelfees were heavily behind schedule resulting in unfavourable venue bookings and dates. Secondly, Molassesêr had to be organised before I was formally appointed as KuKo manager resulting in immense administrative difficulties.

Once appointed I had to start fulfilling general SRC duties. This consisted of attending SRC meetings, compiling termly reports and doing office duty during the week. Because of our covidly predicament, these duties were adapted. SRC meetings went online and office duties were scrapped. Unfortunately, reports were still due and as such this document is being compiled.

SRC meetings were the primary interaction with the broader SRC. Although not a voting member, I and other managers often contributed to discussions that affected our portfolios or the larger student populace. Specific examples of the contributions included assisting the SRC with drafting our Covid-response statement, budget discussions and dragging certain Executive members for unconstitutionally trying to deduct our honorariums.

KuKo initial plans

Initially all 5 KuKo showcases were planned to take place. Once the lockdown commenced, plans and dates were already proposed and set for SUAC and Toneelfees. Based on the change in circumstances all these plans had to be halted. At this time, Molassesêr was luckily already hosted.





As previously stated, this was quite a difficult show to host since I was not yet appointed and had to host it without concrete institutional backing. In retrospect this was however a successful event. By creating an unofficial Molassesêr committee we were able to divide duties between two students. We opened applications to communities and received entries from 20 communities. We made use of old KuKo members and cluster convenors as judges for the prelims. We arranged for two venues per evening for 3 days. Judging booklets were printed at SunMedia and given to a judge for the whole prelims to mark their rubrics therein. For the Finals we booked the quad of Wilgenhof. We organised lighting and smoke machines as well as a photographer. Judges used were student leaders including 4 SRC members and the previous KuKo Chair. For ease of Tygerberg students, all their groups were booked for a single evening at Prelims. Their TSR organised their transport for Finals and Prelims.

Kuko adapted program

Once we realised that our program will not be able to continue, the KuKo committee had a new planning meeting to discuss the way forward. Out of this, 3 events arose and 1 showcase were introduced later.

The first full event was the KuKo Virtual Debating Competition. For this competition we received 13 teams who entered. We hosted the competition over Zoom and livestreamed it to our YouTube channel. Judges were able to view the debates from YouTube and submit their rubrics through Google Forms. We made use of debating union members for adjudicators and more experienced individuals for our knock-out





rounds. These included journalism students, lecturers, social justice experts and our newly appointed chancellor.

Our second showcase tried to encapsulate our missing events and was therefore dubbed the KuKo Variety show. This event took place over our IG account and had 4 distinct categories for which students could send entries. The categories are Music, Photography and Art, Writing and Social Media. We arranged for 4 experienced judges to judge the entries and also conducted a public survey which accounted for a portion of the final mark.

During Women's week we collaborated with the WAQE portfolio and coordinated it with our Arts section of the Variety Show. This allowed WAQE to make use of our already existing system to also host a Art competition that represents their theme of: "Women, and still we rise."

Lastly, we assisted the communities which took part in SUAC 2019 to enter the NCPA UpStaged A Cappella competition. This required video clips of no more than 5 minutes of the groups performing. KuKo therefore arranged for technicians from the Music department to edit the videos from last year according to the groups' preferences. We paid for the editing and returned the finalised videos back to the groups to submit themselves.

Additional KuKo projects

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.

From the start of the term we also took on the process of rewriting and updating the different competition rules. This process consisted of getting input from Culture HK's and KuKo members. Amendments were then judged on the vision of KuKo before accepted and finalised. At the end of this project, all 5 major events had updated 2020 rules that can be handed over to the next KuKo.

On request from the newly formed SU Theatre Appreciation Society ("SUTAS"), KuKo undertook to pay the registration fee to register this society. This society aims to allow students to express their love for the theatre even if not studying drama at this university. This was seen as a great initiative by students as such I had no problem assisting them with the registration process.

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 still underway at the time of writing this report. The final two categories will however likely be finalised by the time that your term commences. As such it should not have an effect on your portfolio plans and vision.





Secondly, the process to acquire new trophies is still underway. This process is being spearheaded by the outgoing financial manager of KuKo. The idea was to acquire new trophies for the debating and Toneelfees competition. Since this acquisition has already been budgeted for, there is sufficient funds left to continue with this process if not yet finalised during my term. There is R2 000,00 budgeted per trophy and can be used at your discretion to acquire the necessary equipment in the 4th term. 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. A draft policy is being written by me and would be encouraged to be finalised and implemented by the incoming KuKO chair. 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. A R2 000,00 budget was also approved for the acquisition of this Shield/Trophy during this term or at the start of your term.

Recurring Annual projects

KuKo generally hosts 5 core events during the first 3 terms of a year. The 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
- 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 2nd 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
- 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

Photo, Arts and Writing Competition

This competition can be hosted online physically. Preferably there should be a gala-evening that will showcase the top finalists in each category to allow for public attendance to view the art. Overall this competition is quite flexible and require at a minimum only the following:

- Judges
- Remuneration for Judges
- Entries per category
- Catering at gala evening
- Venue for showcasing
- 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 A Capella

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.

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

Budget Overview

The following is an overview of KuKo’s 2020 budget. Due to our dear friend, Ms Rona, this is however not at all a true reflection of what KuKo would normally spend on events. For a true reflection, please contact me for the 2019 financial report.



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Income		
N/A		
Expenses	Notes	Spent
Discretionary		
Virtual Debating	1	16 780,00
KuKo Variety Show	2	6 000,00
Theater Society	3	500,00
Virtual Choir	4	1 200,00
Investments	6	8 000,00
		32 480,00

Notes		
1	Judges	2 580,00
	Prize Money	7 200,00
	Technical	7 000,00
		16 780,00
2	Judges	4 000,00
	Prize Money	1 000,00
		5 000,00
3	Contribute to Reg fee	500,00
		500,00
4	Editing of 2019 Shows to be submitted	1 200,00
6	Debating	4 000,00
	Toneelfees	2 000,00
	Overall Culture	2 000,00
		8 000,00





Recommendations for Portfolio Improvement

1. Book venues ASAP to confirm dates
2. Ensure there is not a global pandemic during your term
3. Meet with Culture HK's in person and try to get them to share your vision and plans for the year
4. From the start of your term, discuss the problematic criteria of the RA for culture with different stakeholders and improve it to be more concrete. Present the alternative criteria to the committee, once they convene in July, and convince them to amend it to the new and improved criteria from the joke that it currently is
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.
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





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 Srcrculture@sun.ac.za inbox until account is linked
- Access to the KuKo Youtube page
- Login details for the KuKo Quicket account
- Contact details of incoming Culture HK's
- Latest versions of Rule documents for events
- 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

Important Contacts

Projects:

Dewald Labuschagne

PHI Films director

Videography especially useful for SU A Cappella

076 336 3505





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

Anè van den Berg

Drostdy Theatre manager

Bookings at theatre especially for Toneelfees

079 699 5091

info@drostdyteater.co.za

Quicket Office

Miscellaneous arrangements with regards to the ticket platform

021 424 9308

Simon O'Connor

EI Designs

Lighting and smoke equipment, useful for Molassesêr

082 476 1293

Sieidesigns71@gmail.com





Debating Union

Provide judges for debating competition

USDV@sun.ac.za

Brandon Como

Events and Security Operations Officer

Enquiries and approvals for events hosted

como@sun.ac.za

Bhejani Special Events

Security for events

Kallie Calitz- kalliebse@gmail.com

Jeff4bhejane@gmail.com or theoovdm@absamail.co.za

General:

Philip Visage

Outgoing Chair

076 314 8043

Janke van Schalkwyk

Outgoing Project Manager

081 010 2020

Xola Njengele





Incoming SRC Chair

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