

# south african Jewish Report

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To whom it may concern

This letter serves to confirm the services rendered by By Design Africa for the Absa Jewish Achiever Awards, which took place on 24 August 2014

The scope of work was as follows:

**1. Liaison with sub-committee, sponsors and Absa Marketing team**

- *Weekly meetings*
- *Minutes and agendas*

**2. Administration of nomination process and judging**

- *Coordination of 280 nominations*
- *Coordination of judging panel*
- *CV's and judging packs*
- *Coordination of AV filming of candidates and judges*
- *Design, printing, framing and engraving of certificates and Trophies*

**3. Event management co-ordination and logistics for 640 guests**

- *Venue coordination and logistics*
- *Catering*
  - *3 course plated meal*
  - *Crew meals*
  - *Food tasting*
- *Décor*
- *Entertainment*
- *Running orders*
- *Photography*
- *Table seating*
- *Running order*
- *Promotional staff coordination*
- *Goody bags*

We would like to affirm that the services of By Design Africa were professional and well executed.

Your sincerely

  
Howard Sackstein

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