


**Kroonstad Open Day**  
**Checklist**  
**02 & 03 August 2024**

ACTIVITY	RESPONSIBLE PERSON	COMMENTS	Due dates	Progress / Challenges
<b>Venue preparation</b>	Region & DIA – Marketing	Venue- Moqhaka Primary School	02 & 03 August 2024	Confirmed
<b>Final Invitation/ Poster</b>	DIA – Marketing Unit	Completed   Unisa Open Day Midlands (Kroonsdtac)	12 July 2024	Completed
<b>Sending out invitations</b> - Colleges – Siphon - Unisa Radio – Siphon - DoE (High schools -Grade 12 learners) – Mr Thinane - SAPS -Colleges	DIA  Region	<b>The poster was shared</b>  - Unisa Colleges. - DoE – Fezile Dabi District Coordinator		Invitation was shared on social media platforms
<b>Attendance of shareholders/colleges</b>	DIA	The poster was shared with representatives from various colleges		Awaiting for the confirmation from colleges and other stakeholders.
<b>Advertising</b> - Unisa FB - Regional FB - Regional website - Kroonstad RSC Notice boards - Libraries - Local municipality	DIA Region Colleges	Poster was shared on regional social media platforms ( FB & Twitter)		RSC will also share the poster with school principals and DoE

<b>Advertising print/radio</b> <ul style="list-style-type: none"> <li>- Radios</li> <li>- Local newspaper</li> </ul>	DIA			
<b>Catering</b>	DIA – Marketing unit	<ul style="list-style-type: none"> <li>- Refreshments will be for staff in Kroonstad RSC</li> <li>- No refreshments for staff that will be traveling as they will get SNT.</li> </ul>	None	None.
<b>Branding</b>	Colleges	All Colleges are to bring their branding material	02 & 03 August 2023	