



ANNEXURE A PROCESS TO BE FOLLOWED _APPOINTMENT OF PRODUCTIONS

ARTISTIC CALL FOR PROPOSALS	CHECKLIST	"tick"
Drafting	At least two people. Submitted and recommended	
Approval	Accounting Officer	
Submission mandatory requirements (PHASE 1)	1) Declaration of interest SBD4_ Producer and directors (if a registered company)	
	2) Valid Tax Clearance certificate_Producer	
	2.1) CSD Report _Tax compliant status (if a registered company)	
	3) Bank confirmation letter_Producer and company (if a registered company)	
	4) Proof of Address_Producer and company (if a registered company)	
	5) Identity document _ Producer and directors (if a registered company)	
Evaluation criteria Advertised	ANNEXURE B	
Submission evaluation documents (PHASE 2)	1) A brief synopsis of the production/show artistic idea	
	2) Motivation indicating why the production is relevant, entertaining, cutting edge and inspiring	
	3) Two reference letters	
	4) Comprehensive production budget breakdown	
	5) Production requirements, e.g. technical rider, etc.	

	6) Link to video clips & images of the production	
	7) Previous reviews of the production	
	8) Biography of the applicant (artistic profile) and company profile, if registered company	
Submission deadline	30-Nov-25	
Advertisement	PACOFs website, Social media i.e Facebook	
SCREENING PROCESS	CHECKLIST	"tick"
Documentation	Proposal received register	
Compliance checklist	Per submission	
EVALUATION PROCESS	CHECKLIST	"tick"
Selection and Approval of Panel (chair)	Accounting Officer	
Declaration of conflict of interest and confidentiality	Completed all members	
Score sheets and summary	Per production PHASE 2	
Approved Minutes of meeting	Signed all members	
Approved selection report	Approved selected productions	
ADJUDICATION PROCESS	CHECKLIST	"tick"
Selection and Approval of Panel (chair)	Accounting Officer	
Declaration of conflict of interest and confidentiality	Completed all members	
Approved Minutes of meeting	Signed all members	
Budget Confirmation	Management Accountant	
Minutes of negotiations where applicable	Signed the producers and PACOFs	
Chief Executive Officer sign off	Adjudication report approved	
APPROVAL	CHECKLIST	"tick"
Accounting Authority	CBC approval	
Accounting Authority	Council approval	
Publish the list of approved productions	PACOFs website	
APPOINTMENT LETTERS AND CONTRACTS	CHECKLIST	"tick"
Chief Executive Officer sign off	Approved	
Unsuccessful communication	All disqualified productions	