



Black Satin Events Company Profile



Events with Black Satin Events Company

Conferences and events in South Africa are ideal for corporate, incentive and social groups. This is because magical South Africa offers the best of both worlds: the mystique and tradition of Africa as well as the sophistication of first world hotels, transport and communication structures, top class venues, corporate conference planning organisations and support services.

South Africans enjoy the privilege of the variety of options our country offers in the selection of venues and facilities when hosting a function. Multinational companies and the world at large recognise the convenience, beauty and wonders of hosting events in South Africa.

Black Satin Events welcomes local and foreign clients to share the platform with them in planning and hosting their next event. We pride ourselves in working within the small-to-medium size sector; preferring the personal touch inherent to this group.

Should you be considering holding a conference or event, please contact us. We would be delighted to assist you in gathering information to prepare a bid document as part of your conference or event planning.

Black Satin Events is accredited by The Southern African Association for the Conference Industry (SAACI) as Professional Conference Organisers (PCOs).

Black Satin Events can assist with the planning and implementation of a range of corporate functions and social events.

Yours in conferencing and events

Komcilla Sewram
Professional Conference Organizer

1. How we operate

We believe the PCO should act as conductor, bringing all the variety of services and suppliers to order, ensuring that everyone is attuned, and simultaneously to act as a conduit between the client and all sub-contractors involved with the conference or event. We offer a turnkey operation for our clients, eliminating the bother of having to deal with numerous different suppliers and all the intricate details involved in organizing an event.

Planning

We are:

- proactive,
- document all discussions,
- allocate responsibilities,
- follow up action dates, and
- ensure that things get done on time and correctly

We drive the complete planning process using the effective skills required for professional services within the industry, whilst at the same time using the wealth of knowledge that the client can contribute. The clients briefing directs all planning from the initiation to closure.

Booking

All arrangements and finalisation of facilities, equipment and other logistics and resources are done as per the clients request.

We handle all necessary correspondence with delegates quickly and efficiently.

Assistance is offered with any pre-and post-conference tours.

Managing the Event

Black Satin Events stage-manage the event, treating it as a theatrical production, with a wonderful atmosphere and utmost courtesy and professionalism at all levels.

Financial Control

We produce budgets and liaise on an ongoing basis with the client to produce a quality event within the designated budget.

We organise all events, matching them with suitable function venues as per the client's requested criteria. We believe that any event should be exciting and fulfill the desired needs of the client.

Our conference planning makes the bookings, payment, registration and attendance as easy as possible. We strive to improve our performance as professional conference organisers, making administration details easy and intuitive so that guests feel motivated and leave with positive perceptions about the host and the event.

'We will manage your event from concept to completion'



2. Vision

To be a market driven company that is a preferred service provider in the events management industry within its area of operation.

3. Mission

Integrated event execution with passion and excellence on time and within budget.

4. . Objectives

- To provide a full range of procurement and conference management services including value added services
- To achieve and maintain a high degree of customer confidence and satisfaction by continuous upgrade as per market trends, service performance and prompt attention to customer needs
- To develop a sound marketing strategy with cost effective solutions
- To generate adequate internal resources to finance the company's investment plans, working capital needs and build its reserves for future growth
- To continuously enhance the quality of service
- To seek, promote and foster excellence amongst the team and improve productivity.
- To allocate resources and to strive to reduce the cost per unit of different services
- To actively seek expansion of the company's operation

5. Quality Assurance

The future of Black Satin Events depends on our ability to provide customers with products and services that consistently meet or exceed their expectations. Our team is fully committed to providing quality products and services.

We strive towards achieving the following values:

- To provide our customers with services and products of the highest quality that meet agreed specifications and deadlines through fully understanding their needs and our capability to meet them
- To minimize all forms of loss and wastage through planned and systematic control of all our activities, resulting in increased benefits for all stakeholders.
- Strive to satisfy and delight our clients as the most important stakeholders in our business.
- Creating ongoing winning partnerships, with suppliers being our allies in serving the interests of our clients
- To develop individual skills, self-discipline and a true sense of self – worth of all team members. Our success is dependent upon the collective energy and intelligence of our team members. We strive to create a work environment where motivated team members can flourish and succeed to their highest potential. We appreciate effort and reward excellence.

The products and services provided by Black Satin Events are based on a concept of reliability, quality and value for money. Our values stem from respect and integrity, superior service, customer satisfaction, ethics and discipline.

6. BBBEE

Black Satin Events is a black owned entity which aims at introducing strategies and practices that will ensure the gender and racial profile of the company is balanced and representative. Black Satin Events will support South African business, and encourage these companies to do the same while being cognisant to procure from those compliant with the BBBEE codes of good practice.

7. Social Responsibility

Black Satin Events acknowledges its responsibility to its clients, the staff and the wider community.

- We will foster healthy relationships with our clients based on honesty and reliability.
- Caring about our communities and environment is the cornerstone of our value base. The company contributes to the growth and development of the communities within which it operates by becoming involved in community development projects. We believe that education and sport are crucial elements to ensure positive social change.
- Black Satin Events employs and trains local people .
- The company conducts its business in an environmentally sustainable manner.
- We support the social, emotional and physical well-being of employees by providing a healthy, stimulating work environment.

8. Company Information

Name:

Black Satin Events

(Trading as Khanyisakanye Trading CC)

Physical Address

34 Bergkaree Avenue
Weltevreden Park
1709

Postal Address

P.O. Box 4540
Northcliff
2115

Registration No. :

2006/108740/23

VAT No. :

458 023 1076

Income Tax No. :

914 835 8162

Team Head:

Komcilla Sewram

Tel: 084 582 6161

Fax: 086 690 4432

Email: info@blacksatinevents.co.za

Web: www.blacksatinevents.co.za

(Proud member of SAACI)

The South African Association for the Conference industry (SAACI) has a PCO chapter and operates an accreditation programme for PCO's. Black Satin Events has qualified within this programme.

This is a reassurance that the PCO has the relevant level of experience and has committed to abide by SAACI's code of conduct.