

## **JOC CHECKLIST PROCESS CITY OF JOBURG**

As requested, please find attached the contacts list and event checklist.

You will need to send an application to JMPD to request permission under the Gatherings Act and any traffic assistance you might require.

You will need to contact the relevant roleplayers and send the necessary request letters, the checklist will be of assistance in this regard. Please ensure that individual letters are sent and follow-up with telephone calls if necessary.

Please indicate whether you will come to present your plans to JOC, the meetings are held every Thursday, herewith the address:-

**Metro Centre (Opposite Civic Theatre)  
158 Loveday Street  
Ground Floor, B-Block (Canteen Boardroom)**

Please do not hesitate to contact Event Management office at (011) 407- 7512 should you require further assistance.