

WAT U MOET WEET...

1. Aankoms en oriëntering: studente van CPUT: Wellington Kampus en/of WOW personeel sal u ontvang en begelei soos nodig. U kan vanaf 08:30 tot 09:15 aanmeld op die terrein en die ligging van die lokale besigtig.
2. **Alle motors / bussies wat leerders aflaai gebruik ingang by Pentzstraat en die hek naby die swembad asseblief.** CPUT-studente sal u behulpsaam wees en parkering aandui.
3. Daar sal CPUT-studente teenwoordig wees, hulle sal u help met oriëntering en aanwysings vir lokale, asook die groot **CP van der Merwe saal**.
4. In die lesinglokale sal die deelnemer en onderwyser in klaskamer wat dien as WOW-beampte, 'n etekaartjie ontvang, die ete word afgehaal by 'n aangewese area / CPUT studente sal dit aan leerders in klaskamer uitdeel.
5. **Alle beamptes moet om 09:15** na die onderskeie lokale beweeg soos aangedui, belyningsvergadering begin stiptelik 09:30 sodat u teen 10:00 in onderskeie lokale kan wees.
6. **Deelnemers kan vanaf 09:15** begin beweeg na die **CP van der Merwe saal** vir verwelkoming soos op program aangedui word. Almal moet teen 09:30 in die **CP van der Merwe saal** sit vir die kort verwelkoming.
7. Na die verwelkoming sal die onderskeie grade na die aangewese lokale beweeg onder leiding van 'n CPUT-student en/of WOW-beampte.
8. By die lokale word deelnemers ingedeel volgens hul nommers.
9. Die Spelfeesbestuurder sal almal kortliks verwelkom, en ook die basiese reëls deurgee.
10. Die spelfees sal daarna begin en alle bewegings in en uit die venues, sal streng beheer word.
11. Elke lokaal het 'n uiters bekwame paneel wat die proses beheer en bestuur.
12. Die beslissing van die beoordelaars is finaal.
13. Daar word aanbeveel dat leerders wat verkeerd spel en hul deelname as gevolg daarvan beëindig, na 'n sekere tyd toegelaat sal word om die lokaal te verlaat. Hierdie proses berus by die diskresie van die Spelfeesbestuurder en word met so min as moontlik sturnis gedoen.
14. Elke deelnemer en WOW-beampte ontvang 'n sertifikaat van deelname wanneer hulle die lokaal verlaat.
15. Die top 4 wenners ontvang 'n uitnodiging na die Nasionale spelfees en die top 3 medaljes tydens die **prysuitdeling om 12:30 vir 13:00 in die CP van der Merwe saal**.
16. Pryswenners sal in die saal op aangewese plekke sit sodat die proses glad kan verloop.
17. Die belangrikste is dat almal die Sanlam WOW Spelfees sal geniet en spel-spel speel en somer speel-spel spel.

Baie dankie vir u ondersteuning.

WHAT YOU SHOULD KNOW....

1. Arrival and orientation: students from CPUT Wellington Campus and/or WOW staff will welcome and escort you as necessary. You can check in on site from 08:30 to 09:15 and view the location of the venues.
2. **All cars / transport dropping off learners must please use the entrance at Pentz Street and the gate nearest to the swimming pool. CPUT students will be helpful and indicate parking.**
3. CPUT students will be present and they will help you with orientation and directions for venues, as well as to the **CP van der Merwe hall**.
4. all participants and teacher who serves as WOW officials in designated venues, will receive a meal ticket. The meal will be collected from a designated area / CPUT students will distribute it to learners in the classroom.
5. **All officials** must move to the respective venues at **09:15** as indicated, alignment meeting starts promptly at 09:30 so you can be in respective venues by 10:00.
6. **Learners and audience** can start moving from **09:15 to the CP van der Merwe hall** for welcome as indicated on the programme. Everyone must be seated in the CP van der Merwe hall by 09:30 for the short welcome.
7. After the welcome, the respective grades will move to the designated venues under the guidance of a CPUT student and/or WOW officer.
8. At the venues, participants are allocated seats according to their numbers.
9. The Spelfees Manager will briefly welcome everyone, and also explain the basic rules.
10. The Spelling festival will start afterwards and all movements in and out of the venues will be strictly controlled.
11. Each venue has an extremely competent panel that controls and manages the process.
12. The decision of the judges is final.
13. It is recommended that learners who spell incorrectly and end their participation as a result, will be allowed to leave the venue after a certain time. This process is at the discretion of the Spelfees Manager and is done with as little disruption as possible.
14. Each participant receives a certificate of participation when they leave the venue.
15. The top 4 winners receive invitation to National Sanlam WOW Spelling festival and the top 3 receive medals at the **prize-giving, at 12:30 for 13:00 in the CP van der Merwe hall.**
16. Prize winners will sit in designated seats in the hall so that the process can run smoothly.
17. The most important thing is that everyone will enjoy the Sanlam WOW Spelling Festival and have fun with words.

Thank you very much for your support.