

FESTPAC-Hawai'i 2020 Budget DRAFT
Source - PA'I FOUNDATION

| | Adjusted to Current Funding Received | 3M | 4M | 5M |
|--|---|-------------------|---------------------|---------------------|
| Planning and Design | | | | |
| Salaries | | | | |
| Festival Coordinator | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| Finance Director | \$ - | \$ 105,000 | \$ 105,000 | \$ 105,000 |
| Director of Administration and Development | \$ 50,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 |
| Grant Writer | | | | |
| Administrative Assistant | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Travel | | | | |
| South Pacific Community (SPC) Council Meeting in Fiji | | | | |
| Total Planning & Design | \$ 200,000 | \$ 390,000 | \$ 390,000 | \$ 390,000 |
| Artistic | | | | |
| Ceremonies and Protocol | | | | |
| Opening Ceremony | \$ 100,000 | \$ 100,000 | \$ 125,000 | \$ 150,000 |
| Iolani Palace | | | | |
| Arrival of the Wa'a Ceremony | \$ - | \$ 100,000 | \$ 125,000 | \$ 150,000 |
| Magic Island | | | | |
| Closing Ceremony / Flag Handover Ceremony | \$ 100,000 | \$ 100,000 | \$ 125,000 | \$ 150,000 |
| Festival Village or Waikiki Shell | | | | |
| Heads of State Welcome | \$ - | \$ - | \$ - | \$ - |
| Washington Place | | | | |
| VIP Gifts and Protocols | \$ 20,000 | \$ 20,000 | \$ 25,000 | \$ 30,000 |
| Programming and Production | | | | |
| Artistic Planning meetings | \$ - | \$ - | \$ - | \$ - |
| Artistic personnel | \$ - | \$ 100,000 | \$ 150,000 | \$ 200,000 |
| Artistic contractors | \$ 50,000 | \$ 50,000 | \$ 100,000 | \$ 150,000 |
| Community engagement | \$ - | \$ 50,000 | \$ 100,000 | \$ 150,000 |
| Education programs | \$ - | \$ 50,000 | \$ 100,000 | \$ 150,000 |
| Total Artistic | \$ 270,000 | \$ 570,000 | \$ 850,000 | \$ 1,130,000 |
| Administration | | | | |
| Salaries - Section Directors and staff | \$ - | \$ 200,000 | \$ 250,000 | \$ 300,000 |
| Office rental | \$ - | \$ 75,000 | \$ 100,000 | \$ 125,000 |
| Furniture, telephone, utilities | \$ - | \$ 25,000 | \$ 40,000 | \$ 50,000 |
| Office equipment, computers, software, copiers, printers | \$ - | \$ 30,000 | \$ 40,000 | \$ 50,000 |
| Language services | \$ - | \$ 80,000 | \$ 100,000 | \$ 120,000 |
| Events and meetings | \$ - | \$ 35,000 | \$ 50,000 | \$ 60,000 |
| Travel - Festival observation (SEE PRE PLANNING) | | | | |
| Communications | | | | |
| IT and Telecommunications: Infrastructure, Landline, Wireless, Radio Frequency, Public address systems, TV and cable, Internet | \$ 50,000 | \$ 175,000 | \$ 200,000 | \$ 225,000 |
| Legal | | | | |
| Legal services | \$ - | \$ 30,000 | \$ 40,000 | \$ 50,000 |
| Licensing royalties | \$ - | \$ 10,000 | \$ 15,000 | \$ 20,000 |
| Insurance | \$ 10,000 | \$ 20,000 | \$ 30,000 | \$ 40,000 |
| Operational/workplace safety | \$ - | \$ 20,000 | \$ 30,000 | \$ 40,000 |
| Human Resources | | | | |
| HR staff (or Contract) | | | | |
| Permanent staff (10x40k) | | | | |
| Temporary staff (20 x 20k) | | | | |
| Volunteers/volunteer coordinator | \$ - | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| Consultants | \$ - | \$ 60,000 | \$ 80,000 | \$ 100,000 |
| Contractors | \$ - | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| Uniforms | \$ 15,000 | \$ 15,000 | \$ 20,000 | \$ 25,000 |
| Total Administration | \$ 75,000 | \$ 855,000 | \$ 1,095,000 | \$ 1,325,000 |
| Government Coordination | | | | |
| Coordinator position | \$ - | \$ - | \$ - | \$ - |
| Visitor accommodation | \$ - | \$ - | \$ - | \$ - |
| Fees | \$ - | \$ - | \$ - | \$ - |
| Total Government Coordination | \$ - | \$ - | \$ - | \$ - |
| Media, Marketing & Sponsorship | | | | |
| Festival program design | | | | |
| Festival program printing | \$ 10,000 | \$ 10,000 | \$ 20,000 | \$ 30,000 |
| Decorating - venues | \$ 15,000 | \$ 15,000 | \$ 25,000 | \$ 30,000 |
| Marketing | \$ 25,000 | \$ 100,000 | \$ 150,000 | \$ 200,000 |
| Sponsorship | \$ - | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Merchandise | \$ - | \$ 80,000 | \$ 100,000 | \$ 120,000 |
| Ticketing | \$ - | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| Community relations staff | \$ - | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| Media relations staff | \$ - | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| Corporate and Gov't relations staff | \$ - | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| Website development | \$ 75,000 | \$ 75,000 | \$ 100,000 | \$ 125,000 |
| Broadcasting | \$ - | \$ 100,000 | \$ 120,000 | \$ 150,000 |
| Advertising/Media | \$ - | \$ 200,000 | \$ 250,000 | \$ 300,000 |

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| | Adjusted to Current Funding Received | 3M | 4M | 5M |
|--|---|---------------------|---------------------|---------------------|
| Documentation | \$ - | \$ 80,000 | \$ 100,000 | \$ 120,000 |
| Total Media/Marketing/Sponsorship | \$ 125,000 | \$ 840,000 | \$ 1,085,000 | \$ 1,335,000 |
| Venues and Facilities | | | | |
| Venue Build-Up | | | | |
| Exhibition / performance venues (FESTIVAL VILLAGE) | | | | |
| Media / Work force offices | | | | \$ 50,000 |
| Temporary facilities | \$ 40,000 | \$ 40,000 | \$ 50,000 | \$ 60,000 |
| VIP lounges | | | | |
| HOD administration centers | | | | |
| Venue Logistics and Operations | | | | |
| Venue rental | \$ 500,000 | | | |
| Cleaning/waste management | | | | |
| Laundry service | | | | |
| Utilities | | | | |
| Venue Production | | | | |
| Security: crowd control, bag search | | | | |
| Ushers / tickets | | | | |
| Audience service and info | | | | |
| Equipment rental - sound, staging, lighting | \$ 10,000 | \$ 200,000 | \$ 250,000 | \$ 300,000 |
| Production personnel | \$ 50,000 | \$ 120,000 | \$ 150,000 | \$ 180,000 |
| Production contractors | \$ - | \$ 120,000 | \$ 150,000 | \$ 180,000 |
| Total Venues and Facilities | \$ 600,000 | \$ 480,000 | \$ 600,000 | \$ 770,000 |
| Support Services | | | | |
| Medical Services | | | | |
| Hospital facilities | | | | |
| Medical transport | | | | |
| Venue first aid | \$ 25,000 | | | |
| Delegation care | | | | |
| Catering | | | | |
| Delegation (2,800) | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| VIP (200) | | | | |
| Hospitality - VIPs, Sponsors, Government | | | | |
| Staff and volunteers | | | | |
| Spectator (FOOD TRUCKS) | | | | |
| Media | | | | |
| Security | | | | |
| Equipment and facilities | | | | |
| Contracted security | \$ 75,000 | | | |
| Support to Police | | | | |
| Planning, training & management | | | | |
| Transportation | | | | |
| Delegation travel - buses | \$ 75,000 | | | |
| VIP travel - rental cars | \$ 25,000 | | | |
| Work force, committee | | | | |
| Media | | | | |
| Corporate/sponsors/donors | | | | |
| Public | | | | |
| Total Support Services | \$ 700,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| Residential | | | | |
| Accommodations - delegation | | | | |
| Accommodatons - VIP | | | | |
| Total Residential | | \$ - | \$ - | \$ - |
| Dorm Rooms @ \$40/night X 2,800 delegates X 18 days | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 |
| Hotel Rooms @ 250/night X 200 VIP X 18 days | \$ 900,000 | \$ 900,000 | \$ 900,000 | \$ 900,000 |
| | \$ 2,100,000 | \$ 2,100,000 | \$ 1,200,000 | \$ 1,200,000 |
| TOTALS | \$ 4,070,000 | \$ 5,735,000 | \$ 5,720,000 | \$ 6,650,000 |
| Current Funds | \$ 2,350,000 | | | |
| Variance | (1,720,000.00) | | | |

Fundraising Plan: 1) Public - Vicky Holt Takamine will request that the Hawai'i US Congressional delegation request appropriations for FESTPAC 2020 in the Federal Budget; Vicky Holt Takamine will ask State legislators to introduce bills designed to support Hawai'i hosting of FESTPAC 2020 and for Governor's support; Vicky Holt Takamine will ask City and County of Honolulu Council to designate funding in their budget for FESTPAC 2020 and for the Mayor's support; PA'I will submit annual proposals to the State and City and County Grants-In-Aid (GIA) programs for FESTPAC specific funding awards; 2) Private - PA'I will solicit major sponsorships from corporations, such as Bank of Hawai'i, First Hawaiian Bank, Hawaiian Airlines, the Hotel & Lodging Industry and others serving the Pacific Region; PA'I will solicit grants from national and local Foundations; advertising from local businesses; and donations from individual donors. PA'I will create fundraising events to create opportunities for individual and corporate donations, raise public awareness of FESTPAC and build support for the Festival.

Contingency Plan: In the event that the entire budget is not raised from public and private sources before the Festival occurs, adjustments will be made to individual budget items, without reducing the overall scope of work planned. For example, in catering - the budget provides for a certain level of hospitality for media, volunteers and staff; if necessary, meals may only be provided to delegations and VIPs. With Transportation - activities may be substituted at nearby locations, reducing the need for cross-island bus travel. Regardless of the level of funding raised, every effort will be made to encourage businesses and providers to donate as much as possible their services in-kind, with the understanding that the return economic value of 3,000 delegates and up to 100,000 accompanying visitors to the island will benefit their bottom lines.

| Sponsorship Opportunity Item | Date of Event/Description/Target Audience | Cost | Recognition of Gift | Potential Sponsors | Secured to Date |
|--|---|------|---------------------|--------------------|-----------------|
| Culinary Event | | | | | |
| Bishop Museum Event | | | | | |
| Hawaii Student Programs | | | | | |
| Fashion Event | | | | | |
| Film Event | | | | | |
| Parade | | | | | |
| Literary | | | | | |
| Australia Sponsorship | | | | | |
| Cook Islands Sponsorship | | | | | |
| Easter Island Sponsorship | | | | | |
| Federated States of Micronesia Sponsorship | | | | | |
| Fiji Islands | | | | | |
| French Polynesia | | | | | |
| Guam | | | | | |
| Hawaii | | | | | |
| Kiribati | | | | | |
| Marshall Islands | | | | | |
| Nauru | | | | | |
| New Caledonia | | | | | |
| Aotearoa/New Zealand | | | | | |
| Niue | | | | | |
| Norfolk Island | | | | | |
| Northern Mariana Islands | | | | | |
| Palau | | | | | |
| Papua New Guinea | | | | | |
| Pitcairn Islands | | | | | |
| Samoa | | | | | |
| Solomon Island | | | | | |
| Tokelau | | | | | |
| Tonga | | | | | |

| Sponsorship Opportunity Item | Date of Event/Description/Target Audience | Cost | Recognition of Gift | Potential Sponsors | Secured to Date |
|------------------------------|---|--------------------|--------------------------------|--------------------|-----------------|
| Tuvatu | | | | | |
| Vanuatu | | | | | |
| Wallis and Futuna | | | | | |
| Taiwan | | | | | |
| Opening Ceremony | | \$500,000 | Iolani Palace Opening Ceremony | | |
| Festpac Village | | \$500,000 | | | |
| Festpac Village Stage One | | | | | |
| Festpac Village Stage Two | | | | | |
| VIP Dining Pavillion | | | | | |
| Presenting Sponsor | | \$546,732 | | | |
| | | <u>\$1,546,732</u> | | | |

| Funding Source | Capacity to Give | Key Contacts | Suggested Approach | Comments |
|--|---------------------|---------------|--------------------|--|
| Hawaiian Airlines | | | | |
| Kamehameha Schools | | | | |
| Office of Hawaiian Affairs | | | | |
| Hawaii Lodging and Tourism Association | | | | |
| Outrigger Hotels | | | | |
| Barclay Card | | | | |
| Pepsi | In Kind Water, Soda | | | |
| First Hawaiian Bank | | | | |
| Bank of Hawaii | | | | |
| Central Pacific Bank | | | | |
| Howard Hughes | | | | |
| Black Construction Corporation | | | | |
| Other Local Construction Companies? | | | | |
| Hawaii Community Foundation | | | | |
| Prince Resorts | | | | |
| Island Insurance | | | | Who will the insurance carrier be for the event? |
| First Insurance | | | | |
| Hawaii Pacific University | In-Kind Rooms | | | |
| University of Hawaii | In-Kind Rooms | David Lassner | | |
| Southwest Airlines | | | | |

FestPac (July 2021)
Budget and Funding Sources

| Budget Item | Cost | Detail of Costs | Proposed Funding Sources | Suggested Request | Key Contact Needed | Meeting Set Up By | Status of Request/Comments | Secured to Date |
|--|-------------|---|--|-------------------|--------------------|-------------------|----------------------------|-----------------------------|
| 10-Day FESTPAC Management | \$1,767,103 | \$500,000 Administration \$250,000 Professional Fees/Services | Smith's Boat Tours | | | | | Smith's Boat Tours \$40,000 |
| Travel Council Committees and Working Groups | \$44,616 | | | | | | | |
| Venue Related Costs | \$563,465 | Convention Center | How much of this can be given in-kind by HCC | | | | | |
| 12 Cultural Events | \$1,200,000 | 1. Bishop Museum 2. Culinary 3. Educational (Students) 4. Fashion 5. Film 6. Parade 7. Literary | Need to get Each Event Sponsored by xxx | | | | | |
| Security | \$250,000 | | How much of this can be given in-kind by State Department and C&C? | | | | | |
| Insurance | \$250,000 | | | | | | | |
| Festpac Programs which includes: AV, Transportation, Building of Cultural Exhibits and Pavilions, Translation, Media Center, video relays of presentations, uploading presentations to website for use by scholars and organizations post Congress | \$ | | | | | | | |
| On-Site Communications | \$1,244,250 | | | | | | | |
| Taiwan | | | | | | | | |
| VIP Protocol and Travel | \$472,500 | | | | | | | |
| Receptions/Introduction to Hawaii's Host Culture | \$500,000 | Iolani Palace Opening Ceremony | | | | | | |
| 23 Nation Cultural Program Exchange | | | | | | | | |
| Contingency | \$546,732 | | | | | | | |
| \$6,838,666 | | | | | | | | |

29th MEETING OF THE COUNCIL OF PACIFIC ARTS AND CULTURE (CPAC29)
(10-12 September 2019, Honolulu, Hawaii)

DRAFT PROVISIONAL AGENDA

TUESDAY 10th SEPTEMBER, 2019

7:00 – 8:00 am Registration

8:30 – 9:00 am Opening Session

-  Welcome - Host
-  Opening Remarks, Host Representative
-  Remarks from
-  Adoption of the Agenda
-  Overview of the Agenda

9:00 – 10:30 am Session 1 – Progressing our Regional Culture Strategy

-  Presentations from countries
-  Presentation from SPC and partners

10:30-11:00am Conference photo and morning tea

**11:00am – 12:30pm Session 2 Monitoring and Evaluation Framework for RCS Phase 2 –
Retrospective and Prospective**

-  Presentation on the Monitoring and Evaluation Framework for the RCS
-  Discussion and recommendations

12:30 – 1:30pm Lunch

1:30 – 3:00pm Session 3 – Developing the Theory of Change Post RCS 2020

-  Facilitated session on the development of the Theory of Change for the next Strategy
-  Discussion and recommendations

3:00-3:30pm Afternoon tea

3:30 – 5000pm **Session 3 continues – Consultation on the way forward for the regional culture policy framework**

WEDNESDAY 11th SEPTEMBER 2019

8:30-9:30am **Debriefing from yesterday, particularly around the site visits**

9:30-10:30am **Session 5 - Consolidating the way forward – draft regional culture framework post 2020**

10:30-11:00am Morning tea

11:00am-12:30pm **Session 5 continues**

12:30-1:30pm Lunch

1:30-3:00pm **Session 5 continues**

3:00-3:30pm Afternoon tea

3:30-5:00pm **Summary and wrap up**
Closing remarks from the Chair

THURSDAY 12th SEPTEMBER 2019

8:30 – 10:30am **Session 4 - Update from the Host on the 13FestPac**
  Coordination
  Logistics/ Travel/ Accommodation
  Communications

10:30-11:00am Morning Tea break

11:00am-12:30pm **Update from the Host on the 13FestPac continues**
  Programming
  Public Health Surveillance
  Biosecurity

12:30 – 1:30pm Lunch

1:30 – 4:30pm **Outdoor session - Site Visits**

FRIDAY 13th SEPTEMBER

- Debriefing meeting between Hawaii and SPC
- Meeting of the coordinating committee for the 2nd Culture for Sustainable Development Forum and Pacific Philosophy Conference

Appendix 6 Legal Aspects of the Festival

This section briefly lists the key components of the Festival that will require legal input and support. This guideline was developed with reference to the 'Developing broadcasting and media protocols for the Festival of Pacific Arts 2012: Report on meetings with Regional Media Centre, Secretariat of the Pacific Community, Suva' written by Terri Janke, as well as guidelines from the Pacific Games Charter, Commonwealth Games Candidate City Manual, and from reports of the Festival of Pacific Arts in Palau, American Samoa and the Solomon Islands.

One of the most important components for the Host Country will be to develop a framework that establishes how FOPAOC will work with the national, regional and local authorities, and to put in place mechanisms to ensure their obligations as the Host Country.

Some of the key areas for the Festival that will require legal consultation, and consideration were detailed by Terri Janke in the report on Developing media and broadcasting rights which are:

- Copyright
- Performer's rights
- Moral rights
- Indigenous communal moral rights
- Contracts
- Cultural integrity – defamation, racial vilification
- Trade practices and passing off
- Trade marks and FOPA trade mark policy
- Environmental legislation in the Pacific Region

The following sections briefly address some of these key issues.

1. Host Country Guarantees

Host Countries should acquire the following guarantees:

- Agreement of support, from all authorities (national and local) concerned with the hosting of the Festival.
- Guarantee from government that no other event will take place immediately prior to the Festival and during the Festival, as this may divert resources, national focus, etc.
- Declaration from government that all necessary legal and legislative measures will be taken to facilitate protection of the CPAC mark and the FOPA mark
- Declaration from government that the Organising Committee is empowered to represent the government in coordinating, promoting and implementing the Festival and detailing names of the key people who have the authority to sign agreements, contracts and documents for the FOPA.

2. Cultural Property Guidelines

Host Countries also need to develop a Cultural Property Guideline, which will include:

- Declaration from government that all necessary legal measures will be taken to facilitate and address potential IPR, TK and Copyright issues
- Management Protocols/ Protocols for Copyright, TK and IPR
- Risk analysis of potential IPR concerns and a risk management plan
- Legal framework of intellectual property tools
- Protocols, procedures and policies for dealing with IPR, TK and Copyright for the FOPAOC, All committees, staff and volunteers
- Signage advising

- Trademark strategy and legislation

3. Protection for performers, artists and community rights

Host countries also need to address:

- Permits, licenses and insurance
- Releases for performers
- Documenting artists at the Festival

Following the links below to recent studies and publications on IPR, TK and Copyright Issues in the Pacific which can help to formulate your host country Cultural Property Guidelines:

IPR, TK, Copyright Issues for the FOPA in Solomon Islands 2012 following this link
http://www.wipo.int/export/sites/www/freepublications/en/tk/1016/wipo_pub_1016.pdf

http://www.wipo.int/export/sites/www/freepublications/en/tk/tk_fpa/tk_fpa_2012.pdf

The ACP Secretariat site also has a list of key links:

http://www.acpcultures.eu/?page=centre_de_ressources&lang=uk&no_theme=9.

Samples of artist's agreements and release forms can be found:

<http://www.artslaw.com.au/sample-agreements/sample-agreement/performers-release/>

4. Insurance and liability

This section is dependent of the extent of insurance and protection needed by the Festival. Legislation differs from country to country but this section outlines the type of insurance that is needed for most large-scale events.

- a) Property insurance
- b) Public liability insurance
- c) Legal advise and representation for delegations

Kōmike no ka Ho'olaule'a No'eau Pākīpika 13
Commission on the 13th Festival of Pacific Arts & Culture

Pō'ahā lā 15 o 'Aukake 2019

Thursday, August 15, 2019

Kikowaena Hālāwai O Hawai'i

Hawai'i Convention Center

Lumi Papa Alaka'i A

Board Room A

Hō'ike Ho'okele Hanana

Festival Director's Report

1 *Nā Wahi Hanana*

● *Ho'ike No Ka Ho'oulu Kālā, Mo'okālā, Kahua, Hanana, Ho'olala, Ho'oka'a'ike, me ka Ponaewele*

- Financial Report – attached
- Ka ho'oulu kālā: Fundraising
 - 8/12/19, 3:30 Meeting with Tom Simplot, Sr Deputy Chair, Arts Policy Advisor, National Endowment for the Arts, Washington, DC
 - 8/12/19 11:00 am, Meeting with Clifford Murphy, Director, Folk & Traditional Arts, Jen Hughes, Director, Design & Creative Placemaking, Andi Mathis, State & Regional Specialist, National Endowment for the Arts, Washington DC
 - 8/9/19 Meeting, Maurine Knighton, Doris Duke Charitable Foundation, NYC
 - 8/8/19 Stacey Suzui, VP. Central Pacific Bank
- *Nā Kahua*: Venues – Festival Village Map, See attached.
- *Nā Hālāwai*: Meetings
 - 8/12/19 Meeting State Department, Lindsey Whitehead, Pacific Islands Desk Officer, Bureau of East Asian & Pacific Affairs, Jenny Morrell, Pacific Islands Multilateral Officer, Washington DC
 - 8/10/19 Queens International Night Market, Site Visit, NYC
 - 8/6/19 DBEDT Meeting, Randall Tanaka,
 - 8/6/19 King Kamehameha Celebration Commission
 - 8/5/19 Biosecurity/Customs Meeting, Benton Pang 7/10/19 DBEDT
 - 8/2/19 Sandi Halualani, Festival Village
 - 7/22 Star Advertiser & Hersh Singer (SMS) re: Sponsorship & KPI
 - 7/12/19 SMS Merchandise Presentation
 - 7/11/19 Nola Nāhulu, Choral Festival at Kawaiāha'o & Ecumenical Services
 - 7/10/19 SMS Metrics & Evaluation

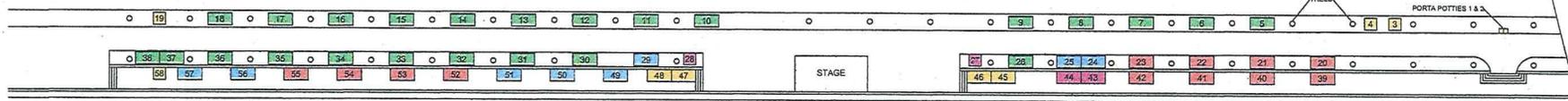
● *Ke ka'a'ike me nā 'elele –*

- French Polynesia – 100 delegates
- Wallace & Futuna – 50 delegates
- Palau – 100 delegates
- Aotearoa – 130 Delegates
- Tonga – 50 Delegates
- Marshalls – 70

FESTPAC Hawaii 2020
 Budget Balances
 Fiscal Year 2019/2018 Appropriation

| | | <u>Budgeted</u> | <u>Encumbered</u> | | <u>Balance</u> |
|----------------------------------|--|---------------------|-------------------|-------------------|-------------------|
| | | | As of 7/31/2019 | | As of 7/31/2019 |
| Revenues | | | | | |
| 2017 Appropriation - \$500,000 | | \$ 500,000 | | \$ 310,000 | |
| | 10% Set Aside | \$ (50,000) | | | |
| | Additional Release (Travel) | \$ 25,000 | | \$ 11,398 * | |
| | | \$ 475,000 | | \$ 321,398 | \$ 153,602 |
| 2018 Appropriation - \$950,000 | | \$ 950,000 | | | |
| | 10% Set Aside | \$ (95,000) | | | |
| | FESTPAC Commission Reserve | \$ (100,000) | | | |
| | | \$ 755,000 | | | \$ 755,000 |
| 2019 Appropriation - \$1,000,000 | | \$ 1,000,000 | | | |
| | 10% Set Aside | \$ (100,000) | | | |
| | | \$ 900,000 | | | |
| Federal Grant | | | | | |
| | National Endowment for the Arts (SFCA) tentative | \$ 50,000 | | | \$ - |
| | National Endowment for the Arts-Our Town (PA'I) | \$ 60,000 | | | \$ - |
| | SFCA/PA'I (Tentative) | \$ 15,000 | | | \$ - |
| | | \$ 125,000 | | | \$ - |
| Total Revenues | | \$ 2,255,000 | | \$ 321,398 | \$ 908,602 |
| Expenses | | | | | |
| Salaries/Honoraria | | | | | |
| | Administration | \$ 475,000 | | \$ 213,657 | \$ 261,343 |
| | Programs | \$ 270,000 | | | \$ 270,000 |
| | Venues & Facilities | | | | |
| | Support Services | | | | |
| | Contract Labor | \$ 20,000 | | \$ 3,603 | \$ 16,397 |
| Travel | | | | | |
| | Travel | \$ 16,000 | | \$ 15,580 * | \$ 420 |
| Contractual Services | | | | | |
| | Rent/Office | \$ 40,000 | | \$ 6,283 | \$ 33,717 |
| | Marketing | \$ 80,000 | | \$ 63,596 | \$ 16,404 |
| | Data Collection | \$ 55,000 | | \$ 9,754 | \$ 45,246 |
| | Advertising | \$ 50,000 | | \$ 1,414 | \$ 48,586 |
| | Logistics | \$ 65,000 | | | \$ 65,000 |
| | Telephone/Internet | \$ 3,000 | | \$ 846 | \$ 2,154 |
| | Venue Rental | \$ 10,000 | | \$ 3,205 | \$ 6,795 |
| | Conference Fees | \$ 5,000 | | \$ 1,500 | \$ 3,500 |
| | Accounting/Audit | \$ 32,000 | | | \$ 32,000 |
| Equipment | | | | | |
| | Office Equipment | \$ 18,000 | | \$ 368 | \$ 17,632 |
| Supplies | | | | | |
| | Supplies | \$ 2,000 | | \$ 753 | \$ 1,247 |
| Miscellaneous | | | | | |
| | Bank Fees | \$ 300 | | \$ 177 | \$ 123 |
| | Parking | \$ 600 | | \$ 58 | \$ 542 |
| | Postage | \$ 100 | | \$ 140 | \$ (40) |
| | Gifts | \$ 2,000 | | \$ 385 | \$ 1,615 |
| | Dues/Subscriptions | \$ 500 | | | \$ 500 |
| | Meals | \$ 10,000 | | \$ 9,843 | \$ 157 |
| Contingency | | | | | |
| | 10% Contingency Reserve | \$ 75,500 | | \$ 100,000 | \$ (24,500) |
| | | | | \$ 100,000 | \$ (100,000) |
| Total Expenses | | \$ 1,230,000 | | \$ 431,161 | \$ 798,839 |

HAWAII CONVENTION CENTER



ALA WAI CANAL

PA'I FOUNDATION - FESTPAC 2020 EVENT AT THE ALA WAI PROMENADE

- MAP KEY
- FESTPAC
 - DELEGATES
 - FOOD
 - COMMUNITY
 - TECH

Festival layout wicket



Residential Operations Director

REQUEST FOR PROPOSAL

March __, 2019

Festival of Pacific Arts Background

The Festival of Pacific Arts is a traveling festival hosted every four years by a different Pacific island nation. The very first Festival was initiated by The Pacific Community (SPC) and held in Fiji in 1972 to stop the erosion of the traditional practices by sharing and exchanging culture.

The 28 participating island nations participating in Festpac-Hawai'i 2020 include American Samoa, Aotearoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, Guam, Hawai'i, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Norfolk, Northern Mariana Islands, Palau, Papua New Guinea, Pitcairn, Rapa Nui, Samoa, Solomon Islands, Tahiti Nui, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis & Futuna, and Taiwan.

Hawai'i will be hosting the 13th Festival of Pacific Arts & Culture in 2020. PA'I Foundation has been selected to plan and implement events and activities to showcase and celebrate the cultural traditions of the 28 participating Pacific island nations.

The Festpac-Hawai'i 2020 Planning Committee is seeking public, corporate, and cultural support from the Hawai'i community for what has been called the "Olympics of Pacific Island Culture." To offer your support, or for more information, please use the contact information listed below.

Purpose of RFP

1. This RFP seeks to obtain competitive bids for a residential operations director.
2. The solicited proposal is for a 15 month period, beginning May 1, 2019 and ending July 31, 2020.

Description of Services: The description of services is detailed below.

Overall Scope:

- Responsible for organizing accommodation for delegations and VIPs for duration of the festival. Key areas led by this director are:
 - All accommodation details for delegations, including procurement and assignments (must consider access to restrooms, laundry, water, electricity, plumbing, etc.)
 - All accommodation details for VIPs, including procurement and assignments (consider hotel partnerships)
 - Help facilitate appropriate accommodation options for the general public (consider hotel partnerships)
 - Buildings and grounds (coordinating any upgrades or construction that may be needed)
 - Residential support services (security, medical, technology)
 - Coordinate security and health/safety measures
 - Accommodation for disabled participants

This RFP is not an offer to contract. Acceptance of receiving a response to this RFP by Festpac-Hawai'i 2020 does not obligate Festpac-Hawai'i 2020 to award a contract to any vendor even if all the information stated in this RFP is met.

Description of Information Requested

Please provide the following information:

- Your firm’s level of interest in being considered for collaborating with the Festpac-Hawai’i 2020 for the above-mentioned services
- General information regarding your firm’s:
 - Capacity and depth of experience
 - Resources, particularly staff support
 - Pricing structure

Qualifications

Your response should address the following qualifications and Festpac-Hawai’i 2020 areas of interest:

- Must reside in Honolulu, Hawai’i
- Must have basic understanding and sensitivity to Hawaiian and Pacific island culture, traditions, and practices
- Any other knowledge or experience you feel is relevant to the mission.

Proposal Format

To ensure that your proposal is complete and addresses all key RFP issues, it is required that you adhere to the following format. Any material or documents submitted with the proposal must be contained in an individually bound volume or incorporated into an Appendix.

The RFP response shall be organized into the following sections, in the order listed, and inclusive of the requested information:

1. Section I—Introduction and Company Background

- i) The Title Page identifying your company name and address, name of the contact person, telephone and fax numbers, e-mail address and proposal date. Include a brief overview of your organization and how your organization can assist Festpac-Hawai’i 2020 with this RFP.
- ii) Table of Contents including a clear identification of the material by section and page number.
- iii) Brief introduction and overview of the Bidder’s corporate structure and capabilities.

2. Section II— Scope of Work, Methodology, Responsibilities, Estimated Timelines, Bidder Assumptions and Deliverables

- i) Provide information on your firm’s qualification and ability to meet the above.
- ii) Provide your methodology for completing this work.
- iii) State the division of responsibilities between you and Festpac-Hawai’i 2020.
- iv) State any assumptions that were factored into the scope of work.

3. Section III - Additional Information proposed

- i) Please recommend any additional items, strategies, or work that may add value to the project from your perspective and within the scope of work requested.

4. Section IV - Staffing

- i) Identification of Proposed Key Personnel: identify your firm’s proposed key personnel, with details relative to specific duties or responsibilities to residential services.

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- ii) Expertise Level of Key Personnel: submit curriculum vitae or resumes; limited to two-pages

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for each professional personnel.

iii) Job Descriptions (if contractor will be hiring new staff)

5. Section V - Customer References

- i) At least three local references with contact information who are able (and willing) to comment on the success of your previous residential activities.
- ii) Please state and describe any specific experience.

6. Section VI - Contract Fees and Expenses

- i) Firm hourly rates, fixed fee or other fees relating to residential services for one year. Provide title of staff and hourly rates for all staff that could be involved in providing consulting services.

7. Section VII – Other

In addition to the above, please report separately how your organization responds to the following scenarios and list how rates/expenses would apply:

- i. At any stage of the project, the scope or effort may change. How do you typically handle these situations?
- ii. Describe your payment terms, including any alternative billing structures that would be acceptable to your firm.
- iii. Provide details regarding work hours, overtime, or any factor that will affect how services or hours are accrued.
- iv. As part of the selection process, you may be requested to make a presentation of your response to the request for proposal at your expense including travel expenses. In your proposal, please indicate your acceptance of this item.

8. Section VIII—Exceptions/Omissions

Any exceptions/omissions to the RFP shall be stated in this section. Please include any proposed changes to our professional services agreement provided in the appendix.

Bidder Selection Criteria

- Quality and breadth of knowledge and experience.
- Quality of reference responses.
- Ability to commit designated experts with a solid back-up team to a long-term consulting relationship.
- Financial soundness and history of the firm would strongly support an expectation that the firm will continue for many more years.
- Service fees.

Proposal Instructions

1. Delivery

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Bidders shall submit their proposal with all backup documentation via email in an electronic version format compatible with Microsoft Office **no later than April 30, 2019, 11:59pm, Hawai'i Standard Time (HST), to:**

vicky@festpac-hawaii2020.org

Festpac-Hawai'i 2020 reserves the right to refuse any proposals that do not meet these delivery requirements.

2. *Inquiries*

All inquiries or correspondence shall be directed **via email**, unless otherwise instructed to:

Vicky Takamine
vicky@festpac-hawaii2020.org

3. *No Bid*

If you do not wish to bid, please notify Vicky Takamine by email immediately. Please return or certify the destruction of RFP document.

Deadlines, Final Selection, and Award

- RFP issue date: March 30, 2019
- Bidders' Questions due date: April 15, 2019
- Festpac-Hawai'i 2020 response by: April 22, 2019
- Proposal deadline: April 30, 2019 11:59 PM (HST)
- Award notification by: June 1, 2019
- Contract start date: July 1, 2019

Confidentiality

1. All information in this RFP is confidential and should not be disclosed except to those responding to this RFP. You may designate portions of your response that are proprietary in nature, and we agree not to disclose these portions except for the purposes of evaluating the proposal, or as required by law.
2. No copies or reproduction of this RFP may be made without the express written approval from the Festpac-Hawai'i 2020 Director except those copies, which are necessary for internal distribution of the document for purposes of responding to this RFP.

Data Confidentiality

The Bidder will take steps to ensure that information related to this RFP remains confidential and that individual responses/data are kept private. At the time the contract is terminated, the Bidder agrees to turn over any and all data files to Festpac-Hawai'i 2020 to store under lock or destroy.

Costs to prepare and present proposal

All costs incurred in the preparation and/or presentation of the proposal response to this RFP will be paid entirely by the Bidder.

Insurance Provision

Failure to provide and keep in force required insurance shall be regarded as default of contract, entitling Festpac-Hawai'i 2020 to exercise any or all remedies provided in this agreement.

The procuring of such required policy of insurance shall not be construed to limit the Contractor's liability hereunder or to fulfill the indemnification provisions and requirement of this agreement. Notwithstanding said policy of insurance, Contractor shall be obliged for the full total amount of any damage, injury, or loss caused by negligence or neglect connected with this agreement.

The Awardee shall be insured either by an insurance company licensed in and able to do business in the State of Hawai'i or an insurance company that meets Section 421:8-301 of the Hawai'i Revised Statutes. The required insurance policy shall contain the following clauses:

- a. This insurance shall not be cancelled, limited in scope of covered or non-renewed until after thirty (30) days written notice has been given to Festpac-Hawai'i 2020.
- b. Festpac-Hawai'i 2020 is added as an additional insured.



August 14, 2019

TO: FESTPAC Commission
FR: S360 Hawai'i
RE: Communications update

S360 Hawai'i completed its contract for services on June 30, 2019. DBEDT is engaging a contract to continue website and social media services. S360 Hawai'i remains committed to ensuring that FESTPAC Hawai'i succeeds in communications, marketing and promotions. The following information provides an update on the latest communications services and results to date.

Website: www.festpachawaii.org

- The FESTPAC website design is complete and reflects the confirmed brand identity. It is now in its second phase and being populated with promotional features.
- The "Contact Us" page has received more than 150 inquiries ranging from sponsorship to vendor participation to festival participation to accommodations.
- We are waiting information on translation to 'ōlelo Hawai'i and French.
- We are still awaiting key information for a number of pages, including volunteer categories and link, link to add to site for delegates; and information for visitors.

Social Media:

- Maintenance and upkeep continues on FESTPAC Hawai'i social media pages
- 1.6K Facebook followers of FESTPAC-Hawai'i 2020; 175 Followers on Instagram; 25 Followers on Twitter
- A number of inquiries have come in via Facebook Messenger. They have been forwarded to the website contact email.
 - Inquiries range from seeking information on hotel accommodations and FESTPAC locations
- Another Facebook account - "13th Festival of Pacific Arts & Culture" - is recruiting followers but has not posted since December
- We recommend using only one account, the FESTPAC Hawai'i 2020 page, www.facebook.com/FESTPACHAWAII

Marketing and Merchandising:

- Informational marketing and merchandise meeting was held at PA'I on July 12th. S360 presented options for merchandise, signage, and promotional items including clothing, water bottles that could be sold online and on site.

Media Partners:

- Meeting set to discuss promotion of FESTPAC segments/stories on KHON

Sponsorship:

- Inquiry received via website from a Waikiki resort re: sponsorship
- Offer via website from a non-profit organization to be a host site for delegates
- All current sponsor logos updated on website
- Waiting for levels of sponsorship to update on website

NEXT STEPS

- S360 Hawai'i is standing by for information on sponsorship tiers to develop sponsorship packets
- Work continues on 2.0 website
- Website/social media pages needed for participating nations
- Need clarification on need/direction for newsletter
- Awaiting finalizing contract with DBEDT for website and social media services



13TH FESTIVAL OF PACIFIC ARTS & CULTURE
JUNE 10-21, 2020
HONOLULU, HAWAII

SCHEDULE OF EVENTS (Tentative, subject to change):

- June 1-3, Voyaging Canoe Arrivals on Neighbor Islands, Neighbor Island community engagement activities (Tentative)
- June 7-9, Voyaging Canoes Sail to Maunalua Bay, O'ahu for staging
- June 10, Wednesday,
 - 6 am – Voyaging Canoes (16) Sail around Lē'ahi (Diamond Head) Ala Wai dock at Ala Wai Yacht Harbor
 - 6pm – Voyaging Canoe Crew Lū'au, Marine Educational Center, Ke'ehi Lagoon
- June 11, Thursday – Opening Ceremonies @ 'Iolani Palace (starting at 4 pm).
- June 12 & 13, Friday & Saturday – Culture for Sustainable Development Forum and Pacific Philosophy Conference (location and times TBA).
- June 12, Friday 11:00 am – Opening of 1) Festival Village @ Ala Wai Promenade; 2) Hawai'i State Art Museum; 3) Bishop Museum; 4) Honolulu Museum of Art (Free Community Day); 5) Helumoa, Royal Hawaiian Center 6) Ke'ehi Lagoon/METC Center (Fishing & Voyaging activities)
- June 13, Saturday 9:00 am – parade from 'Iolani Palace through Waikiki to Kapi'olani Park (starting @ 9 Kapi'olani Bandstand event (starting at 11 am).
- June 14, Sunday 10 am – Eccumenical Choral Service @ the Convention Center
- June 15 – through Saturday, June 20:
 - Festival Village open daily (11 am-6 pm)
 - Performances at the Convention Center daily
 - off site performances daily at (but not limited to):
 - Bishop Museum
 - Hawai'i State Art Museum
 - Honolulu Museum of Art
 - Helumoa at the Royal Hawaiian Shopping Center
 - Kapi'olani Park Bandstand
 - Marketplace open daily
 - Art Exhibition
 - Symposiums
 - Film presentations



- Literary
- Theatre
- Cultural Demonstrations
- June 15 – 19th, Monday - Meeting of the Council of Pacific Arts and Culture @ the Convention Center (times TBA).
- June 16 & 17, Tuesday & Wednesday – 5th Meeting of the Pacific Ministers for Culture @ the Convention Center (times TBA).
- June 18-19, Thursday & Friday – Taiwan Austronesian Language Conference (TBD)
- June 16, 17, 18, Tuesday, Wednesday, Thursday, 7pm – Wearable Arts Shows (Cultural Fashion from all countries interested in presenting) @ the Convention Center
- June 15, 16, 17, 18, Choral Festival at Kawaiaha‘o Church celebrating their 200th anniversary,
- June 19, Friday 7pm – Queens Pageant @ the Convention Center
- June 20, Saturday
 - Last day the Festival Village is open
 - Makahiki at Kualoa Ranch, FESTPAC Cookoff at Kualoa Ranch & Concert (tentative)
 - Mango Jam, Frank F. Fasi Civic Grounds, 550 S. King St., Honolulu, HI 96813
- Sunday, June 21 – Closing Ceremonies @ the Waikīkī Shell/Kapi‘olani Park (3-9 pm)

**all events, locations, and times subject to change.



STATUS REPORT

Project: Festival of Pacific Arts 2020 Event Evaluation and Stakeholder Support

Date: July 30, 2019

Project Director: Daniel Nahoopii

| Activity | Due Date | Projected Completion Date | Next Steps | Responsibility |
|--|----------|---------------------------|--|---------------------|
| Meetings with staff, funders, stakeholders to document expectations and key outcomes <ul style="list-style-type: none"> ➤ 7/24. Met with Pacific Community (SPC - Kuiniselani Toelupe Tago-Elisara Social Development): discussed objectives and support | 6/30 | 7/26 | <ul style="list-style-type: none"> ➤ PA'I to create stakeholders list ➤ Set up additional meetings with local stakeholders ➤ Prepare communication with delegation heads to arrange interviews during visit in September. | PA'I SMS SMS |
| Collect other information from past FestPac reports and committee reports to quantify impacts <ul style="list-style-type: none"> ➤ Quantify the expected attendance by market segment (resident, visitor, major market areas) ➤ Received and reviewed Festival 2010 Evaluation from SPC | 6/30 | 7/31 | <ul style="list-style-type: none"> ➤ Determine comparable set of outdoor cultural arts festivals (Hawai'i and overseas) ➤ Develop Fact Sheet to include: <ul style="list-style-type: none"> ○ No. Visitors ○ No. Residents ○ Estimated audience and viewership ○ Engagement | SMS SMS SMS |
| Provide support materials to aid PA'I presentations to funders/sponsors <ul style="list-style-type: none"> ➤ 7/16. Set up and attended follow up meeting with KGMB and PA'I | 7/30 | | <ul style="list-style-type: none"> ➤ Draft potential media products schedule ➤ PA'I to negotiate with media ➤ Work with PA'I to develop sponsorship packages | SMS PA'I PA'I |

| Activity | Due Date | Projected Completion Date | Next Steps | Responsibility |
|--|----------|---------------------------|------------|----------------|
| <ul style="list-style-type: none"> ➤ 7/22. Set up and attended follow-up meeting with Star Advertiser and PA'I ➤ Setting up meeting with Clear Channel (radio) | | | | |
| <p>White paper summarizing desired benefits and proposed metrics to be used in evaluation</p> <ul style="list-style-type: none"> ➤ Updating logic model and table of measures with latest information from SPC | 8/30 | 8/30 | | |