



Administration Director

REQUEST FOR PROPOSAL

September 10, 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 an administrative director.
2. The solicited proposal is for a 8 month period, beginning November 1, 2019 and ending July 31, 2020.

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

Overall Scope:

- Work in close collaboration with the Festpac-Hawai'i 2020 planning committee and festival Director to lay the foundation for all Administrative, Financial, Legal, and Human Resource needs for the festival
- Act as main link between the Festpac-Hawai'i 2020 planning committee and all sub-committees, task forces, partners, and stakeholders
- Key roles of the Administration Division include:
 - Providing Festpac-Hawai'i 2020 planning committee with communications, minute-taking, and support
 - Linking committees, task forces, staff, and volunteers
 - Reporting, collecting, managing, and filing all records of the festival
 - Convening meetings, cabinet briefings, etc.
 - Financial resource planning, management of receipt and disbursement of funding
 - Human resource planning, recruitment, and training
 - Legal framework development, legislation, trademarks, contracts, and insurance
 - Festival procurement
 - Festival build up and monitoring of contractors and consultants
 - Information focal point for delegations, stakeholders, partners, and the public

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

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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 at least 5 years of administrative experience
- Must have at the minimum, a BA in Business Administration or similar degree
- 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

September 10 2019

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

Bidders shall submit their proposal with all backup documentation via email in an electronic version format compatible with Microsoft Office **no later than October 1, 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: September 10, 2019
- Bidders' Questions due date: September 15, 2019
- Festpac-Hawai'i 2020 response by: September 21, 2019
- Proposal deadline: October 1, 2019 11:59 PM (HST)
- Award notification by: October 15, 2019
- Contract start date: November 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.



Artistic Director

REQUEST FOR PROPOSAL

September 10, 2019

Festival of Pacific Arts Background

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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 an artistic director.
2. The solicited proposal is for a 8 month period, beginning November 1, 2019 and ending July 31, 2020.

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

Programming:

- Work collaboratively with the Festpac-Hawai'i 2020 planning committee and Festival Director to set the artistic vision and direction of all Festpac-Hawai'i programming
- Develop, coordinate, and produce all programming for all Pacific nations and their delegations, including: arts and cultural activities, performances and exhibitions, special events, symposiums and workshops
- Design all programming to appropriately reflect Hawai'i's culture and the Festpac-Hawai'i 2020 theme

Production:

- Work with the Festival Director and Administration Director to establish an operating plan and budget
- Oversee the designing, planning, and implementation of technical support required for the staging of all Festpac-Hawai'i activities, performances, and special events, including: staging, sound, lighting, equipment, crews, etc.

Ceremonies and Protocol:

- Oversee the planning and management of ceremonies; ensure all cultural protocol is followed for the festival
- Some key ceremonies for the festival will include: opening and closing, arrival of canoes, parade of countries, flag raising, VIP gifts, community engagement and protocol

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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 have attended past Festivals of Pacific Arts
- Must reside in Honolulu, Hawai'i
- Must have of knowledge and a minimum of 5 years experience relating to production of live performances, public events, local venues, etc.
- Must have familiarity with Hawaiian and Pacific island cultural practices
- Must have familiarity with Hawaiian and Pacific island ceremony and protocol
- Must have working knowledge of Microsoft Office Suite and Google applications
- 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:

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- ii) Table of Contents including a clear identification of the material by section and page number.
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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 programming services.
 - ii) Expertise Level of Key Personnel: submit curriculum vitae or resumes; limited to two-pages 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 programming and production activities.
 - ii) Please state and describe any specific experience.
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 - i) Firm hourly rates, fixed fee or other fees relating to programming 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?
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 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.
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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.

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1. Delivery

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Costs to prepare and present proposal

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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.



Venues and Facilities Director

REQUEST FOR PROPOSAL

September 10, 2019

Festival of Pacific Arts Background

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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 venues and facilities director.
2. The solicited proposal is for a 8 month period, beginning November 1, 2019 and ending July 31, 2020.

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

Venue development and management:

- Lead the set-up, procurement, management, and maintenance of all potential venues
- Work with Government Services Director to plan and coordinate appropriate access and security for each venue (create zones and codes for different spaces, i.e. performance, rehearsal, accommodation, etc.)

Arts venues and facilities:

- Work in collaboration with the artistic director to:
 - Choose the appropriate venue for each type of activity or performance
 - Create a schedule for each venue, detailing days, times, and types of use to help plan for equipment, materials, preparation needs
 - Coordinate ticketing and money collection for paid events

Festival village

- Manage the development of the festival village, including infrastructure needs, physical structures, amenities, parking, security, etc.

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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 a minimum of 5 years experience in management of performing arts venues and facilities or related work
- 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

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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 venue services.
- ii) Expertise Level of Key Personnel: submit curriculum vitae or resumes; limited to two-pages 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 venue 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 venue services for one year. Provide title of staff and hourly rates for all staff that could be involved in providing consulting services.

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Bidder Selection Criteria

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- 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

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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.



Government Services Director

REQUEST FOR PROPOSAL

September 10, 2019

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Purpose of RFP

1. This RFP seeks to obtain competitive bids for a government services director.
2. The solicited proposal is for a 8 month period, beginning November 1, 2019 and ending July 31, 2020.

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

Government and VIP protocol:

- Coordination, support, and contact point for all host country government and VIP protocol, and delegation VIPs

Government facilities and personnel:

- Ensuring the availability of government owned venues, facilities, and the coordination of all government personnel deployed to support the festival

Government support services:

- Coordination and provision of government services such as Customs, Immigration, Quarantine, Transportation Authority, Army, Navy, Police, etc. needed to ensure the health, safety, and support for the festival

Host city representative:

- Liaising with the Office of the Mayor of the city to ensure the coordination of all municipal services and facilities

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

- Must reside in Honolulu, Hawai'i
- Must have at least 5 years of experience in intercultural and government relations
- Must have at the minimum, a BA in Business Administration or similar degree
- 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~~

September 1, 2019

details relative to specific duties or responsibilities to **government** services.

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

September 1, 2019

Proposal Instructions

1. Delivery

Bidders shall submit their proposal with all backup documentation via email in an electronic version format compatible with Microsoft Office **no later than October 1, 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: September 10, 2019
- Bidders' Questions due date: September 15, 2019
- Festpac-Hawai'i 2020 response by: September 21, 2019
- Proposal deadline: October 1, 2019 11:59 PM (HST)
- Award notification by: October 15, 2019
- Contract start date: November 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.



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.

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

March , 2019

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

March , 2019

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

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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.



Support Services Director

REQUEST FOR PROPOSAL

September 10, 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 support services director.
2. The solicited proposal is for a 8 month period, beginning November 1, 2019 and ending July 31, 2020.

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

Accreditation:

- Coordinate the accreditation for delegations, VIP, media, and Festpac-Hawai'i 2020 planning committee (festival Director and executive team)
 - Organize and implement the identification of all people and their role at the festival
 - Determine what level of access each individual needs to perform their role
 - Help manage large numbers of people by facilitating movement and ensuring access is monitored for security purposes, particularly in venues and residential areas

Catering:

- Organize a system of catering for all festival participants, to possibly include centralized dining area(s), food packs, and voucher systems
- Develop: meal plans and communication protocols between kitchens and delegations, a system on non-accredited guest catering, special events catering
- Food health and safety:
 - Ensure food prep and health/hygiene standards are met for all locations, vendors, etc.
 - Distribution: coordinate transport of food to and from performance venues
 - Additional services: may include coffee and tea, after-hours ordering menus

Health and Safety:

- Establish medical committee which takes care of all medical services and acts as a liaison between public and private medical services to support the festival

- Develop health and safety guidelines that are in place during the festival, including: plans, policies and procedures for items such as crowd control, disability access, emergency plans, health and safety volunteers, traffic management, security, insurance, contingency plan, and cleanup
- Establish a Risk Management Plan

Transportation:

- Responsible for the transportation of delegations and hosted VIPs for the duration of the festival
- Create a Strategic Transport Plan which includes key objectives and strategies to deal with areas regarding traffic management and performance, contingency plans in case of accidents, unexpected demand, events, adverse weather
- Help coordinate air transport as needed

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 a minimum of 5 years experience in providing support services for similar events
- 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:

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 - i) At least three local references with contact information who are able (and willing) to comment on the success of your previous support activities.
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6. Section VI - Contract Fees and Expenses
 - i) Firm hourly rates, fixed fee or other fees relating to support services for one year. Provide title of staff and hourly rates for all staff that could be involved in providing consulting services.
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 - 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

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Confidentiality

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Insurance Provision

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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.

Contract Item	Status as of (FILL IN DATE): 9/2/18
<p>The CONTRACTOR shall perform and provide, in a satisfactory and proper manner as determined by the STATE, all of the services as set forth in Solicitation No. RFP-18-02-BDSD, and the Proposal submitted by the CONTRACTOR, both of which are made a part of this Contract, to plan, develop, manage and promote the 13th Festival of Pacific Arts and Culture, hereinafter referred to as "Festival" or "FESTPAC." The Festival will be held June 10-21, 2020, at multiple venues on the island of Oahu.</p> <p>CONTRACTOR shall perform and provide the following services including, but not limited to:</p>	
<p>A. Develop a detailed timeline and work plan for the planning, development, management and production of the Festival.</p>	<p>See Tab 2: Timelines and Strategies</p>
<p>B. Work with the FESTPAC Commission, hereinafter referred to as "Commission," to develop the Festival budget to include but not limited to, lodging/food/transportation for FESTPAC delegates; administration; VIP costs; venues; ceremonies & receptions; risk management security; and media/marketing. Secure the necessary funding from public and private sources to meet the budget.</p>	<p>Festival Budget submitted to DBEDT & Commissioners. Randall Tanaka shared his Festival Budget at the last Commissioners Meeting. Commission needs to review all submitted budgets. See Tab 4: Budget</p>
<p>C. Manage and implement the Festival budget, including fundraising and otherwise securing sufficient funds for the Festival, disbursing the funds, and maintaining proper accounting of the funds in accordance with generally accepted accounting principles and practices. All books, records, and documents relating to the Festival shall be subject to inspections, reviews, or audits by the State.</p>	
<p>D. Maintain a separate and/or special bank account for the purpose of receiving funds from fundraisers, donations, sponsorship fees, and other monetary receipts, and for the disbursement of payments related to the Festival.</p>	<p>Done - separate account established at Bank of Hawai'i</p>

E. Negotiate the number of delegates from each country that will be hosted.	Done - maximum set at 100 delegates per country.
F. Oversee all programming for the festival and implementation of festival events.	In Progress
G. Oversee the coordination of special events and ceremonies such as government and Head of Delegation (HOD) hosted events, HOD pre festival visits, etc.	In Progress
H. Oversee the recruitment, training, management, and payroll of staff and volunteers.	In progress.RFP for Director positions drafted in March, 2019. Revised on September 1, 2019. See attached
I. Oversee and maintain all health and safety requirements, events safety manuals, risk assessments and ensure effective and safe working practices at all times are in place with the implementation of a risk management plan.	Draft plans in progress, pending hiring of additional support staff. See RFP attached
J. Oversee the design, planning and development of all venues prior to the Festival.	In progress
K. Manage the relationship between the artistic directors and the directors of venues and facilities to ensure all the needs of the artistic programming and production are facilitated within budget, timelines and within proper operational and safety guidelines.	Pending hiring of Directors
L. Manage the handover process from the venue design, planning and development team to the venue managers.	Pending hiring of Directors
M. Provide support and advice to the venue managers during the Festival.	Pending hiring of Directors

N. Work with the Commission and the Secretariat of the Pacific Community (SPC) to develop a Festival Communications Policy and Strategy.	Perhaps DBEDT can take the lead on this?
O. Work with the Commission and SPC to develop a Festival Marketing Strategy to include areas such as Merchandise, Trademarking, etc.	Merchandise already in progress, Festival Marketing Strategy pending contract review with Strategies 360
P. Work directly with community elders, cultural elders, delegation traditional leaders and cultural focal points.	In progress
Q. Facilitate all reporting and communication with the SPC.	In Progress: Mapuana and Michael Pili Pang
R. Broaden the Festival to include other Pacific indigenous cultures, e.g., Taiwan and others with links to Pacific Islanders.	Done Invitation sent to Taiwan by Gov. Ige
S. All promotional and collateral materials, project-related displays, publications, digital format files, or documents funded in part, or in whole, by the Contract shall credit the State of Hawaii, Department of Business, Economic Development, and Tourism (DBEDT) as sponsors and be approved by STATE prior to public release.	In progress
T. CONTRACTOR shall submit the following reports for STATE approval:	
1. Monthly Progress Reports shall be submitted ten (10) calendar days following the end of the month using a report form provided by STATE. Reports may be submitted digitally or in hard copy format. Attachments to the monthly report shall include:	
a) A detailed financial statement itemizing expenditures of funds provided by this Contract; and	
b) Copies of all promotional and collateral materials, photos and advertisements, project-related displays, publications, digital format files, or documents funded in part, or in whole, by the Contract, showing that DBEDT was acknowledged in accordance with paragraph S above.	
2. Final Report:	
a) Due prior to the expiration of this Contract.	

b) The final report shall include the following:	
i) A detailed summary and evaluation of CONTRACTOR's efforts in meeting the requirements of the Contract;	
ii) An evaluation of project effectiveness and recommendations for follow-up and future activities;	
iii) A financial report detailing and itemizing all expenditures under this Contract and sources of funding outside of the funds provided by this Contract; and	
iv) Copies of all promotional and collateral materials, photos and advertisements, project-related displays, publications, digital format files, or documents funded in part, or in whole, by the Contract, showing that DBEDT was acknowledged in accordance with paragraph S above.	

FESTPAC-Hawai'i 2020 Budget DRAFT

Source - PA'I FOUNDATION

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>3-Yr Total</u>	3M		<u>4M</u>	<u>5M</u>
<u>Planning and Design</u>								
Salaries								
Festival Coordinator	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000	\$	150,000	\$ 150,000	\$ 150,000
Finance Director	\$ 25,000	\$ 40,000	\$ 40,000	\$ 105,000	\$	105,000	\$ 105,000	\$ 105,000
Director of Administration and Development	\$ 10,000	\$ 25,000	\$ 50,000	\$ 85,000	\$	85,000	\$ 85,000	\$ 85,000
Grant Writer	\$ 15,000	\$ 25,000	\$ 10,000	\$ 50,000				
Administrative Assistant	\$ 10,000	\$ 20,000	\$ 20,000	\$ 50,000	\$	50,000	\$ 50,000	\$ 50,000
Travel				\$ -				
South Pacific Community (SPC) Council Meeting in Fiji	\$ 10,000	\$ -	\$ -	\$ 10,000				
Total Planning & Design	\$ 120,000	\$ 160,000	\$ 170,000	\$ 450,000	\$	390,000	\$ 390,000	\$ 390,000
<u>Artistic</u>								
Ceremonies and Protocol								
Opening Ceremony Iolani Palace			\$ 150,000	\$ 150,000	\$	100,000	\$ 125,000	\$ 150,000
Arrival of the Wa'a Ceremony Magic Island			\$ 150,000	\$ 150,000	\$	100,000	\$ 125,000	\$ 150,000
Closing Ceremony / Flag Handover Ceremony Festival Village or Waikiki Shell			\$ 150,000	\$ 150,000	\$	100,000	\$ 125,000	\$ 150,000
Heads of State Welcome Washington Place			\$ 75,000	\$ 75,000	\$	-	\$ -	\$ -
VIP Gifts and Protocols			\$ 30,000	\$ 30,000	\$	20,000	\$ 25,000	\$ 30,000
Programming and Production								
Artistic Planning meetings	\$ 5,000	\$ 5,000		\$ 10,000	\$	-	\$ -	\$ -
Artistic personnel	\$ 50,000	\$ 100,000	\$ 100,000	\$ 250,000	\$	100,000	\$ 150,000	\$ 200,000
Artistic contractors		\$ 50,000	\$ 200,000	\$ 250,000	\$	50,000	\$ 100,000	\$ 150,000
Community engagement	\$ 50,000	\$ 100,000	\$ 100,000	\$ 250,000	\$	50,000	\$ 100,000	\$ 150,000
Education programs	\$ 50,000	\$ 100,000	\$ 100,000	\$ 250,000	\$	50,000	\$ 100,000	\$ 150,000
Total Artistic	\$ 155,000	\$ 355,000	\$ 1,055,000	\$ 1,565,000	\$	570,000	\$ 850,000	\$ 1,130,000
<u>Administration</u>								
Salaries - Section Directors and staff	\$ 300,000	\$ 400,000	\$ 400,000	\$ 1,100,000	\$	200,000	\$ 250,000	\$ 300,000
Office rental	\$ 250,000	\$ 250,000	\$ 187,500	\$ 687,500	\$	75,000	\$ 100,000	\$ 125,000
Furniture, telephone, utilities	\$ 30,000	\$ 30,000	\$ 22,500	\$ 82,500	\$	25,000	\$ 40,000	\$ 50,000
Office equipment, computers, software, copiers, printers	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000	\$	30,000	\$ 40,000	\$ 50,000
Language services		\$ 70,000	\$ 140,000	\$ 210,000	\$	80,000	\$ 100,000	\$ 120,000
Events and meetings	\$ 12,000	\$ 24,000	\$ 48,000	\$ 84,000	\$	35,000	\$ 50,000	\$ 60,000
Travel - Festival observation (SEE PRE PLANNING)	n/a	n/a	n/a					
Communications								
IT and Telecommunications: Infrastructure, Landline, Wireless, Radio Frequency, Public address systems, TV and cable, Internet	\$ 10,000	\$ 50,000	\$ 200,000	\$ 260,000	\$	175,000	\$ 200,000	\$ 225,000
Legal								
Legal services	\$ 10,000	\$ 25,000	\$ 50,000	\$ 85,000	\$	30,000	\$ 40,000	\$ 50,000
Licensing royalties			\$ 50,000	\$ 50,000	\$	10,000	\$ 15,000	\$ 20,000
Insurance	\$ 10,000	\$ 25,000	\$ 100,000	\$ 135,000	\$	20,000	\$ 30,000	\$ 40,000

Operational/workplace safety	\$	50,000	\$	50,000	\$	100,000	\$	200,000	\$	20,000	\$	30,000	\$	40,000
Human Resources														
HR staff (or Contract)	\$	50,000	\$	60,000	\$	100,000	\$	210,000						
Permanent staff (10x40k)	\$	-	\$	400,000	\$	400,000	\$	800,000						
Temporary staff (20 x 20k)	\$	-	\$	400,000	\$	400,000	\$	800,000						
Volunteers/volunteer coordinator	\$	50,000	\$	50,000	\$	75,000	\$	175,000	\$	40,000	\$	50,000	\$	60,000
Consultants	\$	50,000	\$	100,000	\$	50,000	\$	200,000	\$	60,000	\$	80,000	\$	100,000
Contractors	\$	-	\$	50,000	\$	200,000	\$	250,000	\$	40,000	\$	50,000	\$	60,000
Uniforms	\$	-	\$	25,000	\$	25,000	\$	50,000	\$	15,000	\$	20,000	\$	25,000
Total Administration	\$	872,000	\$	2,059,000	\$	2,598,000	\$	5,529,000	\$	855,000	\$	1,095,000	\$	1,325,000

Government Coordination														
Coordinator position	\$	50,000	\$	50,000	\$	50,000	\$	150,000	\$	-	\$	-	\$	-
Visitor accommodation	\$	10,000	\$	10,000	\$	25,000	\$	45,000	\$	-	\$	-	\$	-
Fees	\$	-	\$	5,000	\$	10,000	\$	15,000	\$	-	\$	-	\$	-
Total Government Coordination	\$	60,000	\$	65,000	\$	85,000	\$	210,000	\$	-	\$	-	\$	-

Media, Marketing & Sponsorship														
Festival program design	\$	10,000	\$	-	\$	-	\$	10,000						
Festival program printing			\$	25,000	\$	50,000	\$	75,000	\$	10,000	\$	20,000	\$	30,000
Decorating - venues	\$	-	\$	-	\$	50,000	\$	50,000	\$	15,000	\$	25,000	\$	30,000
Marketing	\$	35,000	\$	100,000	\$	200,000	\$	335,000	\$	100,000	\$	150,000	\$	200,000
Sponsorship	\$	5,000	\$	5,000	\$	10,000	\$	20,000	\$	20,000	\$	20,000	\$	20,000
Merchandise	\$	10,000	\$	10,000	\$	200,000	\$	220,000	\$	80,000	\$	100,000	\$	120,000
Ticketing	\$	-	\$	50,000	\$	150,000	\$	200,000	\$	40,000	\$	50,000	\$	60,000
Community relations staff	\$	50,000	\$	75,000	\$	100,000	\$	225,000	\$	40,000	\$	50,000	\$	60,000
Media relations staff	\$	50,000	\$	50,000	\$	100,000	\$	200,000	\$	40,000	\$	50,000	\$	60,000
Corporate and Gov't relations staff	\$	50,000	\$	50,000	\$	50,000	\$	150,000	\$	40,000	\$	50,000	\$	60,000
Website development	\$	100,000	\$	100,000	\$	100,000	\$	300,000	\$	75,000	\$	100,000	\$	125,000
Broadcasting	\$	-	\$	100,000	\$	250,000	\$	350,000	\$	100,000	\$	120,000	\$	150,000
Advertising/Media	\$	100,000	\$	250,000	\$	500,000	\$	850,000	\$	200,000	\$	250,000	\$	300,000
Documentation	\$	6,000	\$	12,000	\$	120,000	\$	138,000	\$	80,000	\$	100,000	\$	120,000
Total Media/Marketing/Sponsorship	\$	416,000	\$	827,000	\$	1,880,000	\$	3,123,000	\$	840,000	\$	1,085,000	\$	1,335,000

Venues and Facilities

Venue Build-Up														
Exhibition / performance venues (FESTIVAL VILLAGE)	\$	1,000,000	\$	3,000,000	\$	1,000,000	\$	5,000,000						
Media / Work force offices	\$	-	\$	50,000	\$	50,000	\$	100,000					\$	50,000
Temporary facilities	\$	10,000	\$	25,000	\$	50,000	\$	85,000	\$	40,000	\$	50,000	\$	60,000
VIP lounges	\$	-	\$	-	\$	50,000	\$	50,000						
HOD administration centers	\$	-	\$	-	\$	50,000	\$	50,000						
Venue Logistics and Operations														
Venue rental	\$	-	\$	-	\$	250,000	\$	250,000						
Cleaning/waste management	\$	-	\$	-	\$	50,000	\$	50,000						
Laundry service	\$	-	\$	-	\$	10,000	\$	10,000						
Utilities	\$	-	\$	-	\$	20,000	\$	20,000						
Venue Production														
Security: crowd control, bag search	\$	-	\$	-	\$	150,000	\$	150,000						
Ushers / tickets	\$	-	\$	-	\$	50,000	\$	50,000						
Audience service and info	\$	-	\$	-	\$	10,000	\$	10,000						
Equipment rental - sound, staging, lighting	\$	-	\$	-	\$	500,000	\$	500,000	\$	200,000	\$	250,000	\$	300,000
Production personnel	\$	-	\$	-	\$	250,000	\$	250,000	\$	120,000	\$	150,000	\$	180,000
Production contractors	\$	-	\$	-	\$	250,000	\$	250,000	\$	120,000	\$	150,000	\$	180,000
Total Venues and Facilities	\$	1,010,000	\$	3,075,000	\$	2,740,000	\$	6,825,000	\$	480,000	\$	600,000	\$	770,000

Support Services

Medical Services

Hospital facilities	\$	-	\$	-	\$	100,000	\$	100,000
Medical transport	\$	-	\$	-	\$	50,000	\$	50,000
Venue first aid	\$	-	\$	-	\$	25,000	\$	25,000
Delegation care	\$	-	\$	-	\$	20,000	\$	20,000

Catering

Delegation (2,800)	\$	-	\$	-	\$	1,764,000	\$	1,764,000
VIP (200)	\$	-	\$	-	\$	168,000	\$	168,000
Hospitality - VIPs, Sponsors, Government	\$	-	\$	-	\$	50,000	\$	50,000
Staff and volunteers	\$	-	\$	-	\$	100,000	\$	100,000
Spectator (FOOD TRUCKS)	\$	-	\$	-	\$	28,000	\$	28,000
Media	\$	-	\$	-	\$	14,000	\$	14,000

3 meals x \$15.00 x 14 days

3 meals x \$20.00 x 14 days

Security

Equipment and facilities	\$	-	\$	-	\$	150,000	\$	150,000
Contracted security	\$	-	\$	-	\$	500,000	\$	500,000
Support to Police	\$	-	\$	-	\$	200,000	\$	200,000
Planning, training & management	\$	-	\$	50,000	\$	50,000	\$	100,000

Transportation

Delegation travel - buses	\$	-	\$	-	\$	400,000	\$	400,000
VIP travel - rental cars	\$	-	\$	-	\$	70,000	\$	70,000
Work force, committee	\$	-	\$	-	\$	14,000	\$	14,000
Media	\$	-	\$	-	\$	-	\$	-
Corporate/sponsors/donors	\$	-	\$	-	\$	5,000	\$	5,000
Public	\$	-	\$	-	\$	-	\$	-

Total Support Services	\$	-	\$	50,000	\$	3,708,000	\$	3,758,000	\$	-	\$	-	\$	-
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Residential

Accommodations - delegation	\$	-	\$	-	\$	2,016,000	\$	2,016,000
Accommodatons - VIP	\$	-	\$	-	\$	900,000	\$	900,000

Total Residential	\$	-	\$	-	\$	2,916,000	\$	2,916,000	\$	-	\$	-	\$	-
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Dorm Rooms @ \$40/night X 2,800 delegates X 18 days

Hotel Rooms @ 250/night X 200 VIP X 18 days

TOTALS	\$	2,633,000	\$	6,591,000	\$	15,152,000	\$	24,376,000	\$	3,135,000	\$	4,020,000	\$	4,950,000
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Fundraising Plan: 1) Public - Vicky Holt Takamine will request that the Hawai'i US

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

29th Meeting of SPC, Honolulu, HI Sept 10-13, 2019
 Ala Moana Hotel Reservations

	Country	Rep	Arrival	Arrival Flight Details	Departure	Departure Flight Details	# Night	Room Rate	Total	Booking Confirmation #	Comments (Rooms Include a
1	Noumea (SPC)	Roy Benyon	6-Sep-19	NZ0010 @ 0725hrs	14-Sep-19	NZ0009 @ 0925hrs	8	\$ 199.00	\$ 1,592.00	6961501094	Room with 2 Queen Beds - (will be travelling with wife and Daughter)
2		Christelle Petite	6-Sep-19	NZ0010 @ 0725hrs	14-Sep-19	NZ0009 @ 0925hrs	8	\$ 199.00	\$ 1,592.00	6961533862	Room with 1 Queen/King Bed)
	Fiji (SPC) - The SPC Fiji Crew will need rooms booked from Sept 7th due to early morning arrival.	Luisa Mavoia	7-Sep-19	FJ820 @ 0145hrs on 08/09/19	15-Sep-19	FJ821 @ 0255hrs	8	\$ 199.00	\$ 1,592.00	6961632166	Room with 1 Queen/King Bed. Early check in on September 7th as arrive early morning on September 8th
		Peter Foster	7-Sep-19	FJ820 @ 0145hrs on 08/09/19	15-Sep-19	FJ821 @ 0255hrs	8	\$ 199.00	\$ 1,592.00	6961664934	Room with 1 Queen/King Bed. Early check in on September 7th as arrive early morning on September 8th
		Kelepi Koroi	7-Sep-19	FJ820 @ 0145hrs on 08/09/19	15-Sep-19	FJ821 @ 0255hrs	8	\$ 199.00	\$ 1,592.00	6961681318	Room with 1 Queen/King Bed. Early check in on September 7th as arrive early morning on September 8th
		Ana Tunabuna-Buli	7-Sep-19	FJ820 @ 0145hrs on 08/09/19	15-Sep-19	FJ821 @ 0255hrs	8	\$ 199.00	\$ 1,592.00	6961599398	Room with 1 Queen/King Bed. Early check in on September 7th as arrive early morning on September 8th
	Vanuatu (SPC)	Kim Robertson	8-Sep-19	HA0446 @ 1040hrs	13-Sep-19	HA0445 @ 1430hrs	5			6961746854	
4	New Zealand (RCS Consultant)	Sarah Widmer	10-Sep-19	NZ10 @ 0725hrs	14-Sep-19	NZ9 @ 0925hrs	4	\$ 199.00	\$ 796.00	6961959846	
5	Cook Islands	Hon. Minister George Angene	8-Sep-19	HA0446 @ 1040hrs	14-Sep-19	HA0445 @ 1430hrs	6	\$ 199.00	\$ 1,194.00	6962090918	Requesting if you could advise on details on
8		Anthony Turua	8-Sep-19	HA0446 @ 1040hrs	14-Sep-19	HA0445 @ 1430hrs	6	\$ 199.00	\$ 1,194.00	6962140070	
9	Norfolk Island	Anita French	9-Sep-19	HA452 @ 1030hrs	14-Sep-19	HA451 @ 1130hrs	5	\$ 199.00	\$ 995.00	6962336678	Appreciate if you could book 2 rooms side
10		Mayor Robin Adams	9-Sep-19	HA452 @ 1030hrs	14-Sep-19	HA451 @ 1130hrs	5	\$ 199.00	\$ 995.00	6962598822	
11	French Polynesia	Mr Heremoana and Mateata Maamaatuaiahutapu	TBC		TBC			\$ 199.00	\$ -	6962402214	Room with 1 Queen/King Bed)
13		Mrs Merehau Anastas	TBC		TBC			\$ 199.00	\$ -	6962631590	Room with 1 Queen/King Bed)
14		Mrs Marthe Lehartel	TBC		TBC			\$ 199.00	\$ -	6962647974	Room with 1 Queen/King Bed)
15		Mr Fabien Mara-Dinard	TBC		TBC			\$ 199.00	\$ -	6962664358	Room with 1 Queen/King Bed)
16	Hawaii	Kalani Ka'ana'ana	9-Sep-19		14-Sep-19		5	\$ 199.00	\$ 995.00	TO BE DETERMINED	

17	Fiji			FJ820 @ 0145hrs on 08/09/19			2	\$ 199.00	\$ 398.00		6961697702	Arrive early morning on September 8th. Room to be booked on September 7th
Total		Reijieli Vere	7-Sep-19		9-Sep-19	TBC						

\$16,119.00

Pagoda Hotel

1	American Samoa	Teleiai Christian Ausage	10-Sep-19	HA466 @ 10:13/09/2019	HA465 @ 17:13/09/2019	3	\$ 163.82	491.46
2		Dr. Mary Lauagaia Taufetee	10-Sep-19	HA466 @ 10:13/09/2019	HA465 @ 17:13/09/2019	3	\$ 163.82	491.46
3	New Caledon	Regis Vendegou	8-Sep-19		15-Sep-19	7	\$127.00	\$889.00
4	Wallis and Fu	Yannick Feleli	7-Sep-19	HA446 @ 10:15/09/2019	FJ821 @ 025:15/09/2019	8	\$127.00	
5		Bernadette Halagahu-Papilio	7-Sep-19	HA446 @ 10:15/09/2019	FJ821 @ 025:15/09/2019	8	\$127.00	
6	RMI	Melvin Majmeto	9-Sep-19	UA155 @ 14:15/09/2019	UA154 @ 10:15/09/2019	6	\$89.00	\$534.00
7		Antari Elbon	9-Sep-19	UA155 @ 02:15/09/2019	UA0132 @ 0:15/09/2019	6	\$89.00	\$534.00
8		Brenda Alik						
9	Solomon Island	Dennis Marita	8-Sep-19	FJ820 @ 014:15/09/2019	UA372 @ 07:15/09/2019	8	\$89.00	\$712.00
10	Tonga	Pulupaki Ika	8-Sep-19		15-Sep-19	7	\$89.00	\$623.00
11		Iete Avaniatele						
12								
13	Kiribati	Hon. Minister Kobebe Taitai + Spous	10-Sep-19	FJ822 @ 104:15/09/2019	FJ821 @ 025:15/09/2019	5	\$89.00	\$445.00
14		Terengaiti Awerika	10-Sep-19	FJ822 @ 104:15/09/2019	FJ821 @ 025:15/09/2019	5	\$89.00	\$445.00
15		Marii Marae		FJ822 @ 1040hrs	FJ821 @ 0255hrs			
16	Samoa	TBC						
17	Tokelau	TBC						
20	Tuvalu	Kobebe Taitai	7-Sep-19	FJ820	9/15/2019 FJ821 @ 0255hrs		\$89.00	\$ -
21		Matini Vailopa	7-Sep-19	FJ820	9/15/2019 FJ821 @ 0255hrs		\$89.00	\$ -
	Palau	Sunny Gmirmang	9/7/2019		9/15/2019			
	Cook Islands	George Angane						
		Anthony Turua						

**13th Festival of Pacific Arts & Cultures
Timeline and Strategies**

Dates	Activity	Who	Results
2004	Expression of Interest & Bid Planning & Development	Māpuana deSilva, Vicky Takamine, Michael Pili Pang, Leilani Basham, U'ilani Bobbit, Mālia Noriga	Submitted for consideration for 2012 Festival of Pacific Arts to the 2004 Council of Pacific Arts in Palau. Solomon Islands selected to host in 2012
2012	Expression of Interest & Bid Planning & Development	Māpuana deSilva	Re-submitted for consideration at the 2012 Festival of Pacific Arts & Culture. Hawai'i selected as host for 2020
2015	Selection of Festival Director	Māpuana deSilva	Victoria Takamine asked to be Festival Director for 13 th Festival of Pacific Arts & Culture. Takamine accepts
January-May, 2016	Prepare delegation for attendance and transfer of Festival from Guam to Hawai'i	Māpuana deSilva & Vicky Takamine	Delegation attendance at the Festival May 22-June 4, 2016
January-May, 2016	Establish Vision, Theme & Develop Logo	Māpuana deSilva, Kihei deSilva, Vicky Takamine, Shane Pale (graphic designer)	Festival Theme: E Kū I Ka Hoe (Grab the steering paddle) Theme & Logo established

	24-May-16	Presentation to the 27 th Meeting of the Council of Pacific Arts & Culture, with an update on the Preparations in Hawai'i	Māpuana deSilva, Kalani Ka'ana'ana, Vicky Takamine	Presentation to the Council accepted, all countries look forward to attending in 2020
	4-Jun-16	Transfer of Festival Flag from Guam to Hawai'i at Closing Ceremonies	Vicky Takamine, Mapuana deSilva, Sen Kalani English, Sen Brickwood Galuteria, OHA CEO Kamana'opono Crabbe	Takamine secured a Letter of Mahalo from Congresswoman Tulsi Gabbard was read by Sen Galuteria. Sen Kalani English & OHA CEO Kamana'opono Crabbe delivered speeches, Guam Flag handed over by Gov. Calvo to Takamine, Māpuana deSilva and Takamine's hālau performed closing hula.

Post Selection Process

Dates	Activity	Who	Results
January-May, 2017	Submission of SB545 to the State Legislature to establish Temporary Commission for Festival of Pacific Arts & Cultures	Vicky Takamine, Sen. Kalani English & Sen Brickwood Galuteria	SB 545 passed
May-December, 2017	Appoint Temporary Commission to oversee the Design of the Festival	Department of Business & Economic Development (DBEDT)	

November, 2017-January, 2018	Select & Appoint Festival Coordinator to Organize, Plan and Implement the Festival	DBEDT	
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Dates	Activity	Who	Results
September, 2016 -December, 2017	Community Consultations: To raise support for the Festival	Vicky Takamine & Ka'iulani Takamori	FESTPAC Presentations to Community 1. September 7, 2016 Community organizations, institutions, leaders, elders 2. June 15, 2017, Native Hawaiian Chamber of Commerce 3. July 31, 2017 Potential Committee members 4. October 5, 2017, Office of Hawaiian Affairs Board of Directors 5. November 13, 2017, International Austronesian Conference, Taipei, Taiwan 6. December 8, 2017, Kanaeokana Komike Ho'okele, Native Hawaiian Charter Schools, developing curriculum, online interactive maps and tools for schools & Youth Ambassador program

July – December, 2017	Establish Festival Organizing	Vicky Takamine & Ka'iulani Takamori	Establish Festival Organizing Committees,
August 13-16, 2017	Conduct Site Visits with SPC Director, Social Development Programme (Gender, Culture & Youth) Leituala Kuiniselani Toelupe Tago-Elisara	Vicky Takamine & Ka'iulani Takamori	Potential Site Visits identified. Schedule of site visits included in Section b. 4) b. Demonstrated Leadership, Vision, Collaboration, Team Building
November 28-30, 2017	Site Visits with SPC Social Development Advisor- Culture, Elise Huffer	Vicky Takamine	Potential sites identified
November-December, 2017	Identify Potential locations for Festival Village	Vicky Takamine	Potential Village Sites: 1. Kapi'olani Park Bandstand 2. Magic Island, Ala Moana Park 3. Kaka'ako Makai Gateway Park 4. Office of Hawaiian Affairs Lots, Kaka'ako 5. Develop draft layout of Festival Village

<p>August – December 2017</p>	<p>Potential Sites Identified</p>	<p>Vicky Takamine, Leituala Kuiniselani Toelupe Tago Elisara (SPC), Takamine has met with all of these entities to discuss their participation in FESTPAC 2020. We expect that there will be some of in kind services provided.</p>	<ol style="list-style-type: none"> 1. Hawai'i Convention Center <ol style="list-style-type: none"> a. South Pacific Council Meetings b. Forums, discussions, presentations, workshops 2. Kamehameha Statue, Lei Draping 3. 'Iolani Palace, Opening Ceremony 4. Festival Village, TBD 5. Housing, University of Hawai'i/East West Center Dorms 6. Film Festival/Performance Venues: <ol style="list-style-type: none"> a. Windward Community College Theatre b. Leeward Community College Theatre c. West O'ahu College d. Doris Duke Theatre e. UH Kennedy Theatre f. UH Orvis Auditorium
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			<ul style="list-style-type: none"> g. Imin Center 7. Performing Arts Venues other than Festival Village: <ul style="list-style-type: none"> a. Waikīkī Shell b. Kapi‘olani Park Bandstand 8. Arts Markets & Performing Arts Venues: <ul style="list-style-type: none"> a. Thomas Square b. Waimea Valley Park c. Bishop Museum 9. Art Exhibits: <ul style="list-style-type: none"> a. Bishop Museum b. Honolulu Museum of Art c. University of Hawai‘i Hamilton Library d. Arts at Marks e. East West Center, UH
March, 2017- December 2017	Increase Food Production on Maui & O‘ahu	Vicky Takamine, Food Committee	<p>Takamine has met with farmers on Maui and O‘ahu to discuss growing most of the produce on Maui and O‘ahu to be able to supply food vendors to feed our visiting delegations. Planning for 9,000 meals/day for around 18 days will be a big undertaking. We expect that we can help our local economy by growing as much of our own food to support our local farmers and food vendors.</p>

July, 2017 – December 2017	Develop ideas for new graphics for media, website, marketing, advertising and merchandise	Vicky Takamine	A Media/Advertising committee convened to draft up new ideas for a website, logo, merchandise and promotional materials. We will continue to work with them to finalize the designs.
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Proposal for moving forward with the Organizing, Planning and Implementation of the 13th Festival of Pacific Arts & Culture, June 11-27, 2020

PA'I will continue to follow the Timeline and Strategies laid out by the FESTPAC Host Country Manual. Moving forward, the Festival Coordinator and the Organizing Committee will designate the appropriate individuals and committees for each strategy.

Pre-Festival Strategies include:

Dates	Activity	Who	Results/Considerations
February, 2018 –April, 2018	Finalize Organizing Committees, Chairs, Directors	Vicky Takamine, Ed Bourgeois	Convene monthly committee meetings to ensure planning is on schedule, develop budgets, develop fundraising strategies, management of venues and identify potential volunteer coordinators for each venue.
February, 2018 –June, 2020	Outreach to Pacific Island organizations such as churches, community groups.	Vicky Takamine	1. Assist with developing training & curriculum for PA'I staff, volunteers, residents, visitors 2. Volunteers for hosting their respective communities

			3. Identify Ministers/Clergy for ecumenical services
	Increase Food Production on O'ahu	Vicky Takamine, Catering Committee	1. Raise most of the food on O'ahu for feeding our guests. 2. Increase food production on O'ahu 3. Identify commercial kitchens, food establishments, food trucks etc. for Festival Village, catering and hosting opportunities
January, 2018	Submit GIA to State Legislature for Festival Village planning and construction	Vicky Takamine, Ed Bourgeois	Funding for the Festival village needs to be secured as soon as possible. The Festival Village is the only project that will require construction of facilities. All other facilities identified are sufficient for hosting FESTPAC 2020. We will need to rent tents/tables/chairs/stage/sound and lights for some of the venues.
	Finalize Program Venues	Vicky Takamine, Program Chair, Committee Chairs	
February 2018-June, 2020	Newsletters	Vicky Takamine, Media Committee	Quarterly Newsletters will be sent out to update the Countries, Visitor Industry and our local community on the planning for FESTPAC.

2.3 Designing the Festival
February, 2018-December, 2018

Activity		Considerations
Mapping: Venues, Facilities	<input type="checkbox"/> Venues used for arts & culture <input type="checkbox"/> Potential venues already in place <input type="checkbox"/> Venues for development <input type="checkbox"/> Outline Festival location and venues	Vicky Takamine has already met with potential venue hosts. Most of these activities have been done and potential venues identified and selected. The next step requires a
Mapping: Residential	<input type="checkbox"/> Delegation accommodation <input type="checkbox"/> VIP accommodation <input type="checkbox"/> CPAC and FOPAOC accommodation <input type="checkbox"/> Media accommodation <input type="checkbox"/> Festival Guests accommodation General public accommodation options, packages	These activities are already in progress. Vicky Takamine has met with Pres. Lassner at UH Mānoa, Toured EWC dorms and met with Mufi Hannemann, Exec Director of Hawai'i Lodging Industry
Mapping: Support systems	Map out infrastructure, and support systems in place for: <input type="checkbox"/> Accreditation Catering Transport Medical, Health and Safety Programming and Production technical needs, equipment, suppliers, etc	Identify systems in place for infrastructure. What equipment and infrastructure has already been developed? For example if the Pacific Games was held in your country, there will be software and equipment trained
	Develop a Human resource map for each section and each proposed venue	A detailed Skills mapping will identify what human resource is available nationally.

Mapping: Human Resource	Identify skills currently available in country from the public and private sector, organisations/ companies/ contractors Develop Human Resource Manual which outlines the personnel roles responsibilities, Code of Conduct, etc.	This will include scoping for individuals who will serve on committees, those who could become staff and identifying the sources of volunteers. See Appendix 7 for Human Resource Guidelines
Mapping: Funding and investment	Identify different finance options including sources of funding and investment from the public and private sector locally and internationally	Consider possible assistance in kind from agencies and organizations such as airlines, banks, hotels, etc. and/ or mutually beneficial partnerships
Risk Assessment and Feasibility Study	Risk Assessment of Festival Situational Analysis Evaluating the Benefits and Value of the Festival	Information collected from the host country mapping will help to develop the Risk Assessment and provide an understanding of the potential problems and risks of hosting the Festival, as well as the benefits for the nation.

	<p>Economic feasibility Operational feasibility</p> <p>Environmental impact assessment particularly for new venues</p>	<p>Consider also external factors such as political stability, natural disasters, etc.</p> <p>See Health and Safety Guidelines Appendix 24 for a brief outline of Risk Assessments</p>
<p>Preparation for submissions to various government agencies for support</p>	<p>Evaluation of the Value of the Festival Situational Analysis and Risk Assessment Budget</p> <p>Needs statement and submissions to government agencies</p>	<p>Outline the commitment needed from government and secure guarantees for: Funding</p> <p>Venues and Infrastructure</p> <p>Support services including Immigration, Customs and Quarantine, Police, Army, Navy, Aviation, Road and Transport, Public Utilities</p>

2.3.1 Planning & Development

February – December, 2018

Activity	Details	Considerations
Festival Coordination and Support Services begin development	National and local government should at this stage be active in assisting in the planning and development of the Festival particularly in terms of the support services that come under their mandate such as Immigration, Quarantine, etc.	<p>Visa waivers or special cultural entry visas for delegations and VIPS</p> <p>Information on Customs and quarantine regulations to be developed and distributed early</p> <p>Training for army, police and other services to be developed</p> <p>Public health, transport and road systems to be upgraded</p> <p>Public amenities and host city upgrades and image</p>
The Temporary Commission assists with identifying government support for FESTPAC	The Temporary Commission has begun to identify the technical expertise needed for the various sections of the Festival	Since the Festival is a government-mandated event, it is critical for the Temporary Commission assist with identifying support for FESTPAC
Mar-18	At this stage the FOPAOC comprises of the Board, including the Festival Director, and the Section Directors.	FOP should be developed and the Board will begin to dispatch the appointment letters for the full Organising Committee

Launch Festival of Pacific Arts Organizing Committee	Public launch of FOPAOC	Committee. Orientation for the entire FOPAOC
February, 2018 Prepare Country invitations	Send out PM's letter of invitation to member countries	This invitation is usually directed to the PM's office or
Festival culture and arts content outlined	Detail the key special events, art form activities, and cultural programs Preliminary outline of the symposiums, workshops and meetings that will take place.	Review past Festival programs
Finalise legal framework for IPR, TK and Copyright for the Festival	Oversee development of Cultural legislation Make submission to government to engage legal team to undertake cultural intellectual property measures for the Festival	Follow the link for IPR, TK, Copyright issues for the Solomon Islands Festival of Pacific Arts 2012 http://www.wipo.int/freepublications/en/tk/1016/wipo_pub_1016.pdf
Complete preliminary venues and infrastructure plan	Preliminary plan for venues and infrastructure for all Artistic venues, Non-artistic venues and residential	Consider long-term development for the arts and cultural community. The Festival provides the possibility to have specific venues and infrastructure built for the cultural industry. The Pacific Games has enabled stadiums, swimming pools and other important infrastructure to be built for the host country.

		Consider involving local artists and arts organisations that have had international experience, in the venue development, as it is these groups of people who will use the venues after the festival.
Finalize Media, Marketing and Sponsorship Strategy	Launch website Launch preliminary Festival program	At this stage the website should include general
SPC advisory	Work with SPC to secure consultants to do first technical assessments	Areas of possible assistance: Venues and Infrastructure Assessment Intellectual Property Issues for the Festival Technical Visit
Develop a Risk Management plan	Risk Management Plan developed and regularly updated	Continue to assess the human resource, venue and infrastructure capabilities, and other factors that may affect the Festival Consider also external factors such as economic, political stability, natural disasters, etc.

Continue developing Host Country Manual	At this stage the FOPAOC will have a second draft of the Host Country Manual which will be updated regularly and detailed as task forces become established	
Establish Festival Secretariat	Initially this may include only one or two staff but as the Festival develops, more staff and volunteers will be added to the task force and more equipment will be needed.	Consider a venue that is central and visible to create a presence in the host city

<p>Complete Marketing and Sponsorship Strategy</p>	<p>Marketing and Sponsorship Strategy Website and promotions plan Sponsorship campaign</p> <p>Donor applications Merchandise Program</p>	<p>Begin to develop strategies for marketing and financing the festival.</p> <p>The festival logo, its use and the materials developed will begin to take shape.</p>
<p>Develop Finance guidelines</p>	<p>These guidelines should be developed in consultation with the Ministry of Finance or other equivalent national financial agency to ensure their disbursement and reporting procedures are detailed and form part of the policy and procedures.</p>	<p>The purpose of the guidelines and protocols is to ensure efficient processes and financial accountability. These guidelines should be put in place in the very early stages of the Festival particularly before donor and sponsorship money is invested.</p>

<p>SPC Technical Visit</p>	<p>In order to provide support to the Festival and to access their progress and preparations, SPC send out technical advisors in advance of the Festival</p>	<p>At this stage the host country should present its Venues, Infrastructure and support services plans as well as the Risk Assessment and Risk Management plan. Consider also utilising this visit as a training/workshop opportunity for committee members, volunteers and task force that have been identified.</p>
<p>Continue developing the Host Country Manual</p>	<p>At this stage the Festival Manual is developing and should include: Section guidelines: Artistic, Logistics and Support services, Administration, Marketing and Sponsorship, Venues, Residential Programming and Production Guidelines Venue management and Operations policies and guidelines, roles and responsibilities and reporting process</p>	<p>Host Country Manual and Guidelines</p>

<p>Head of Delegation Dossier</p>	<p>First draft of Head of Delegation Dossier to be submitted to Cultural Focal Points at Council of Pacific Arts and Culture Meeting</p>	<p>Consider putting this in a folder/ file format so that additional information can be sent to the HOD and they can simple print, punch and add it into the folder. Consider also a cd/ dvd with a video or photos of venues and infrastructure to aid in their planning.</p> <p>See Appendix 9 for HOD Dossier</p>
<p>Festival Communications and PR in place</p>	<p>Regular Festival bulletins for Cultural Focal points and delegations</p> <p>Public bulletins should be posted on the Festival Website, sent out on CultureTalk and other communication portals</p>	<p>See Appendix 4 for Communications</p> <p>See Appendix 14 for Media, Marketing and Sponsorship Guidelines</p>
<p>January, 2019</p> <p>Delegation participation</p>	<p>Information regarding delegations and their participation begins to come into the Festival Secretariat</p>	<p>Timelines set for receipt of: Country Participation Form</p> <p>Delegation Registration and Accreditation forms</p> <p>Artist and Delegate event registration Contractual procedures for artists</p>

<p>March, 2019</p> <p>Detailed program</p>	<p>At least 12 months ahead of the festival a detailed program should be released to all delegations which include:</p> <p>Arts and cultural activities</p> <p>Thematic areas for Symposiums and Workshop</p>	<p>The final program with a detailed schedule, venues, etc. will be released closer to the festival once all the information regarding participation from delegations have been finalised.</p>
<p>March, 2019 Festival Venue Management and Operations Manual</p>	<p>At least 1 year ahead of the Festival the Festival Venue Management and Operations Manual is complete.</p> <p>See Section 3 of this Manual for an outline of the Venue Based Management system</p>	<p>The planning process should be complete and the Festival goes into operational mode.</p> <p>Venue Managers are in place as well as key personnel and volunteers</p>
<p>January, 2020</p> <p>Main Operations Centre</p>	<p>Establish Main Operations Centre</p>	<p>The Organising Committee is now</p>
<p>Operational guidelines completed for each committee and task force</p>	<p>Transport System policy and procedures in place</p> <p>Catering System and policy and procedures in place</p> <p>Support services established and policy and procedures in place</p> <p>Customs, immigration and biosecurity policy and procedures in place</p>	<p>HOD dossier should be updated to also have detailed information about these components.</p>

January, 2020 Ceremony and Protocol in place	Finalize Ceremonies Develop Protocol	Liase with Cultural Focal Points about
June, 2018	Merchandising Forms Vendors Application	Consider starting the merchandise campaign at least 6 months ahead of the Festival to begin creating hype for the Festival. Consider also involving selected vendors in lead up events, promotions and 'best outlet' competitions and other initiatives to get retailers involved in assisting in the city clean up and image.
Marketing and Sponsorship		See Appendix 17 for Merchandise

2.3.6 Festival Operations

Activity	Details	Considerations
2nd Technical Visit	The 2nd visit usually includes a Media/Broadcast advisor as well as the Cultural Advisor and the focus of this visit is to assess Venues, Infrastructure, Support services and also the Legal infrastructure in place to address TK, IPR and Copyright issues for the Festival.	All venues, infrastructure, support services and a majority of the task force should be in place and available to brief this visiting team

Venue development	Venue preparation, fit out and décor, personnel	Consider involving artists, arts organisations, schools, youth groups and community in the décor process of each venue to create community ownership
Final Program	Final program to all member countries with details of delegations schedules and allocations should be in place at least 6 months ahead of the Festival	Some countries may not have confirmed their participation so it is advisable to slot them into the program rather than have to make last minute additions, etc.
Financial disbursements	Allocation of operational budgets to Festival Committees and taskforces	
Support services in place	Transport Accommodation Catering Immigration, Customs, quarantine	See Appendix 22
Accreditation processing begins		See Appendix 22 for Accreditation
	Final personnel training Venue checks Program printed Website updated	

<p>Move into Operational phase</p>	<p>Sponsors branding in place Merchandise in outlets Vendors selected and visibly promoting the Festival</p> <p>Communities engaged and lead up activities begin</p> <p>Final delegation communications and logistics Program printed Website updated</p> <p>Sponsors branding in place Merchandise in outlets Vendors selected and visibly promoting the Festival</p> <p>Communities engaged and lead up activities begin</p> <p>Final delegation communications and logistics</p>	<p>Consider running a test event at each of the venues, such as the host country delegation launch</p>
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We expect to rely heavily on volunteers and a Venue Based Management Structure for managing each of the venues.

Hālau based structure is a great source of volunteers - we will use the hālau community and other community partners to utilize a Venue Based Management Structure for each of the venues.



FESTPAC Sponsorship

QUESTIONS

RESPONSES

FESTPAC 2020 Sponsorship

Thank you for your interest in sponsoring The Festival of Pacific Arts and Culture 2020! Please complete the information below and someone will be in touch with you regarding sponsorship prices and packages.

Email address *

Short answer text

Last name *

Short answer text

First name *

Short answer text

Job title *

Short answer text

Company *

Short answer text

Company Website *

Short answer text

Phone number *

Short answer text

What are you looking to get out of this sponsorship? Do you have an idea of what kind of sponsorship you're interested in? *

Long answer text





August 30, 2019

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

The following information provides an update on the latest communications services and results to date.

LATEST UPDATES

CPAC:

- At the last Commission meeting, S360 was asked to find a photographer to take the group photo for CPAC on September 10th. Since August 14th, a photographer has been tentatively booked and is awaiting information. Cost for photographer is: \$350, which includes 50 8x10 prints with a logo.
- We are awaiting information from our inquiry to PA'I Foundation on August 21st and August 28th regarding the number of prints needed and ensuring payment is made to photographer upon completion of the work.

Meeting with media partner:

- **KHON-TV:** S360 met with the general manager, news director and a sales representative to discuss options for promotion of the festival across all platforms, including news coverage and lifestyle programs.
- **KHON-TV** expressed a desire to be a sponsor of FESTPAC Hawai'i; and, would like exclusive broadcast privileges, i.e. the station that shows the ceremonies.
- As the programming is still unconfirmed, we discussed the option of exclusive sponsorship in the broadcast/livestream of the Parade of Nations/Kamehameha Day Parade.
- As S360 is not handling sponsorship, we would like to set up a follow up meeting with the designated sponsorship lead to discuss partnership/sponsorship options.

Website: www.festpachawaii.org

- The FESTPAC website continues to be populated with promotional features. It is ready to include information on travel for delegates, information for visitors, and other pertinent information as it becomes available.
- Contact information for nations needs to be confirmed to include proper links on nations page. List sent on August 22nd to Māpuana deSilva, who is lead on providing information to the nations.
- The “Contact Us” page continues to receive inquiries ranging from vendor participation to festival participation to accomodations.

Social Media:

- Maintenance and upkeep continues on FESTPAC Hawai‘i social media pages
- Post featuring Māpuana deSilva reached nearly 5.4K people and was shared 44 times
- Nearly 1.7K Facebook followers of FESTPAC-Hawai‘i 2020; 183 Followers on Instagram; 25 Followers on Twitter

OUTSTANDING ITEMS

- Awaiting payment of two outstanding invoices for website, social media, branding and strategic communications services
- Awaiting contract with DBEDT for website and social media services
- Awaiting information on website translation to ‘ōlelo Hawai‘i and French
- Awaiting key information for a number of pages, including volunteer categories and link, link to add to site for delegates; and sponsorship tiers
- We stand on our recommendation to use only the FESTPAC Hawai‘i 2020 Facebook page to eliminate confusion
- Need clarification on need/direction for newsletter. *If there is no longer a need for this, we will remove the option on the website.*

NEXT STEPS

- Work continues on 2.0 website as information becomes available
- Need to establish a contract for media and public relations work

**2020 Festival of Pacific Arts and Culture
Wa'a Update 9-2-19**

‘Aha Moananuiākea Fest-Pac Planning Team:

Randie Fong (chair), Jamie Fong, Melehina Groves, Kilinahe Coleman, Lāiana Kanoa-Wong, Hiwalani Chang, Snowbird Bento, Kapalai de Silva, Maka‘ala Rawlins, Kaleo Trinidad.

PARTICIPATING WA‘A

Per Noe Kamalu, PVS has only received 2 confirmations by email. But there’s acknowledgement of 3 additional wa’a by word of mouth:

Confirmed by e-mail:

Haunui – Aotearoa

Gaualofa – Sāmoa

Confirmed by word of mouth:

Ngahiraka Mai Tawhiti – Aotearoa

Marumarū Atua - Rarotonga

Fa‘afaite – Tahiti

NEIGHBOR ISLAND ARRIVAL AND HOSTING PLAN

Wa’a communities on Kaua‘i, Moloka‘i, and Maui have confirmed their commitment to host at least one visiting wa’a each, and Hawai‘i can host at least two. This approach has broad support as more people will be able to get involved in the Festival (not just those on O‘ahu and Hawai‘i Island). It also has the capacity to bring an island community together, especially the youth, to offer hospitality and express pride in their respective island heritages, traditions, and places.

There is also recognition of an alternative proposal raised by Kalepa Baybayan that all the visiting wa’a go to Hilo, then Kalaupapa and then O‘ahu. Ultimately, it is ‘Ohana Wa‘a’s decision regarding neighbor island hosting of the wa’a, therefore we defer to Dennis Chun and ‘Ohana Wa‘a leadership to determine which approach they prefer.

CURRENT O‘AHU ARRIVAL PLAN

Nainoa Thompson endorses the plan below which was put together by the ‘Aha Moananuiākea planning team with guidance from Jeanne Ishikawa, Deputy Director of the City and County of Honolulu Parks and Recreation.

No official planning has taken place yet regarding the overnight staging at Maunalua Bay on 6/8/20. However, the METC at Sand Island is confirmed to serve as a home base for the voyaging canoes from 6/9/20 and throughout the duration of the festival.

Regarding the Wa‘a Arrival Ceremony on 6/10/20, applications for permits for Ke‘ehi Lagoon Beach Park have been submitted, halls are being rented, and plans are underway to secure tents and staging for the field area. The current O‘ahu plan (which is still evolving) is as follows:

Mon. 6/8/20	<ul style="list-style-type: none"> Local Wa‘a and Visiting Wa‘a arrive at Maunalua Bay for mooring. Overnight only (no extended stays).
Tues. 6/9/20	<ul style="list-style-type: none"> Between 8 AM and 3PM, All Wa‘a (about 10) will slowly sail consecutively along the south shore of O‘ahu, passing Waikīkī and into Māmala Bay, eventually arriving at METC. All wa‘a will tie up in the afternoon and stage overnight for the public ceremony the following day. The mass movement of wa‘a is a historical spectacle in itself. The sail will be widely publicized and well-covered by media, but no public ceremony of any kind will take place.
	<ul style="list-style-type: none"> All Wa‘a will be under “kapu” which precludes any public engagement – it will just be the crews of the various wa‘a coming together privately at METC to strengthen relationships, pule, share ‘awa, eat, and sleep aboard their vessels overnight. No visitors are allowed during the period of kapu.
Wed. 6/10/20	<ul style="list-style-type: none"> At about 9:00 AM, all wa‘a prepare to move from METC to Ke‘ehi Lagoon Beach Park in succession for the “Ceremony of Arrival.” Hawai‘i and the various festival delegations, visiting VIPs, and the general public will be there on shore at Ke‘ehi Lagoon ready to receive the wa‘a as all crews are escorted to shore.
	<ul style="list-style-type: none"> At a large tent area on the field, the “Ceremony of Welcome” will take place at about 11 AM. Then all the crews will enjoy a feast in their honor. At about 4:00 PM the programming will begin to wind down. All Wa‘a will start to make their way back to METC.
	<ul style="list-style-type: none"> NOTE: At this time, there are no plans to have wa‘a staged at the Convention Center due to heavy construction at Magic Island, the lack of places to moor, and the inability of the public to safely and lawfully board wa‘a and engage the crew. Festival attendees can catch buses to METC during the 2-week period and will be allowed to board wa‘a after signing appropriate waivers.
Thurs. 6/11/20	<ul style="list-style-type: none"> KAMEHAMEHA DAY – LEI DRAPING AT THE STATUE AND FEST-PAC OPENING CEREMONY AT ‘IOLANI PALACE
	<ul style="list-style-type: none"> No wa‘a activity. All crews to attend opening festivities at the Palace.
Fri 6/12/20 – Sat. 6/20/20	<ul style="list-style-type: none"> Festival of Pacific Arts and Culture
Sun. 6/21/20	<ul style="list-style-type: none"> FEST-PAC CLOSING CEREMONY AT KAPI‘OLANI PARK No wa‘a activity. All crews to attend closing festivities at the Park.