

13th Festival of Pacific Arts and Culture (FESTPAC)
 PLANNING PROGRESS REPORT
 4.10.19

		BENCHMARKS	TARGET DATE	STATUS INDICATOR	COMMENTS (Mandatory if status is modified or canceled)	COMMENTS (Mandatory if status is modified or canceled)	COMMENTS (Mandatory if status is modified or canceled)	COMMENTS (Mandatory if status is modified or canceled)	COMMENTS (Mandatory if status is modified or canceled)	COMMENTS (Mandatory if status is modified or canceled)
Administration/Operations										
	Finance	Monthly finance reports	Commission meetings			9/26/2019	10/9/2019	10/23/2019	11/13/2019	11/27/2019
	Venues & Facilities	Secure all venues and fac	6/1/2019		No new developments	Honolulu Community College Upcoming meeting with UH Kennedy Center 10/4,	Meeting with 1) HCC potential venue for youth programs, student volunteers, sound & tech interns & media center;2) UH Kennedy Theatre re: Theatre for dance and theatre productions, rehearsal spaces and alternative sites for programming if HCC becomes too expensive and we don't raise the needed funds to cover costs at HCC; 3) Kumu Kahua committed in kind use of their theatre for theatre productions, lectures, panels; 4) Polynesian Cultural Center is interested in supporting with space, theatre, cultural demonstrations, volunteers etc.	No new developments	No new developments	No new developments
	Volunteers	Develop volunteer progr	9/30/2019		Pending Release of Additional Funding	Volunteer Coordinator Pending release of funds, volunteer opportunities to be placed on website,	Volunteer opportunities to be placed on website pending new contract with Strategies360	Volunteer coordinator job description draft developed	Volunteer Chair: Monte McComber	
	Risk Management	Develop risk mgmt plan			Pending Release of Additional Funding	No new developments	No new developments	No new developments	No new developments	No new developments
	Event Evaluation	Hire contractor	5/1/2019 - select & award		SMS to conduct initial Evaluation	No new developments	SMS Contract Phase 1 has ended	No new developments	No new developments	No new developments
Fundraising										
	Federal				Grants submitted/pending: IMLS \$100,000, NEA Our Town (Kaka'ako) \$200,000, NEA Art Works - \$100,000, MapFund - \$45,000					
	State				Sen Kalani English	Additional SFCA \$15,000 secured	no new developments	no new developments	no new developments	no new developments
	City & County				Potential for City & County to support with \$1million in MOCA Budget for FestPac	Potential for City & County to support with \$1million in MOCA Budget for FestPac	no new developments	no new developments	no new developments	no new developments
	Corporate & Community		RFP Draft		Pending hiring of Fundraiser, Communications with Beth Lum who suggested we wait until after Legislative session to determine what funding Leg may appropriate to set fundraising goal	Pending Meetings with DBEDT	1) Native Arts & Cultures Foundation (NACF) \$50,000 sponsorship committed to support Native Hawaiian artists concert at HCC	Meetings held with Denise Hayashi & Beth Lum. Corporate Giving Levels suggested at \$100K, \$50K, \$25K for major donors with benefits to be set based individual. Suggestion the commission to assist with developing a list of the top 10 potential donors, individuals to approach for support. Upcoming meetings with Matson (Misty) & follow up with KITV4 (Monte), Alohilani Resort (website), Outrigger (Vicky), Presentation to HTA (Kalani Ka'ana'ana). Request sent to Hawaiian Airlines	Received 2nd donation from Smith's Boat Tours for Delegates travel to Kaula'i (Total 2018 - \$50,000, 2019, \$50,000) Meetings held 11/29- Alohilani re:Rooms/Sponsorship, 11/31 - Matson held to discuss potential for in kind, event and cash sponsorship,	FESTPAC Mtgs: Howard Hughes, Hawaii'i State Art Museum, State Foundation on Culture and the Arts, nā Kumu Hula Pua Kanaka'ole, Noe'oe Wong Wilson, Sonny Ching, upcoming meetings Convention Center Art Exhibition Curators 11/27,Honolulu Community College 12/5
	Donor Program		RFP Set deadline				S360 to send list of potential donors to PA'I to compare/add to our current listing. Met with Denise Hayashi, meeting next week for follow up regarding sponsorships. Scheduled meeting with Beth Lum to discuss fundraising strategies & sponsorships etc.	S360 to send list of potential donors to PA'I to compare/add to our current listing. Discussed Media strategy, Media Kit Presented	Presentation of Media Kit & Sponsor Package by Strategies 360	
	Sponsorships		Interview, Select & Award		Request from JTB & Prince for sponsor package		Meetings for Sponsorships & Support with: 1)Polynesian Culture Center is interested in participating and supporting FESTPAC by hosting delegations at PCC for demonstrations and will commit to supporting with volunteers and other resources pending discussion with PCC management team. 2) Meeting with KITV4 to discuss livestream of main events i.e. Wa'a Arrivals, Opening/Closing Ceremonies, Ecumenical Service, Kamehameha Day & Parade of Nations	SMS Suggested Sponsorship package attached.	SMS Suggested Sponsorship package attached.	

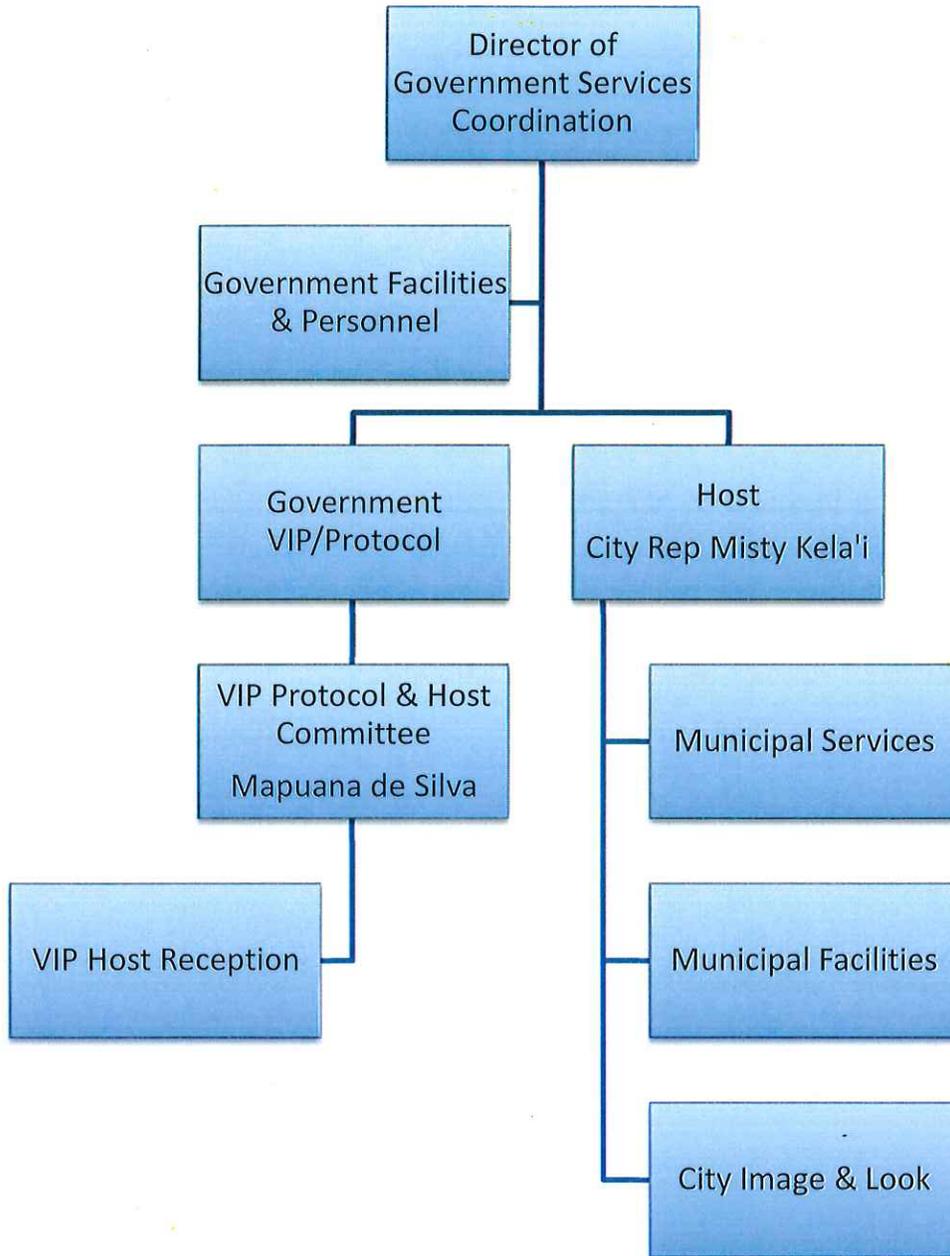
13th Festival of Pacific Arts and Culture (FESTPAC)
 PLANNING PROGRESS REPORT
 4.10.19

Programs									
Heritage Arts				HCC Exhibition Halls, Bishop Museum, State Art Museum, Honolulu Museum	Pending Country Confirmations	Pending Country Confirmations	Pending Country Confirmations	Pending Country Confirmations	Pending Country Confirmations
Creative Arts				HCC Exhibition Halls, Bishop Museum, State Art Museum, Honolulu Museum	Pending Country Confirmations	Pending Country Confirmations	Pending Country Confirmations	Pending Country Confirmations	Pending Country Confirmations
Special Programs									
Delegation Advance Visits				Dates set for 9/9-13/2019	Completed	Completed	Completed	Completed	Completed
Opening & Closing Ceremonies				Iolani Palace, Waikiki Shell/Neil Blaisdell Arena	Iolani Palace confirmed, Kapi'olani Park Pending meeting with MOCA & City Parks,	No New Developments	No New Developments	No New Developments	No New Developments
Parade				Kainoa Daines/Kamehameha Day Commission	Confirmed with Kamehameha Day Commission	Discussing potential sponsors for floats by hotels & other organizations.	No New Developments	No New Developments	No New Developments
Wa'a				Randie & Jamie Lum, Polynesian Voyaging Society	Confirmed Wa'a Arrivals to be Sponsored by Kamehameha Schools	No New Developments	No New Developments	No New Developments	No New Developments
Festival Village									
Architecture				Official Vote by Temp Commission on Ala Wai Promenade for FestPac Village Location	Tents & equipment to be purchased	No new developments	No new developments	No new developments	No new developments
Construction				Meetings Kuiniselani, Strategies 360, Ala Moana Kaka'ako Neighborhood Board, Daniel Naho'opi'i (SMS Data Evaluation), Tatiana von Oelhoffen/Island Style Innovations/DMC re: Sept Delegation Mtgs logistics, Secured \$159 room rate for Sept. 2019 and \$179 Room Rate for June 2020 includes breakfast,	Stage to be constructed at Ala Wai	No new developments	No new developments	No new developments	No new developments
Logistics/Support Services									
Welcome Committee									
Housing		Hire Destination Management Company; secure housing by 6/1/2019			Mtg with June Matsumoto regarding housing & ground transportation 9/6, 9/11	Meetings with 1) Prince Waikiki regarding hosting and sponsorship proposal; 2) Mufi Hannemann re: presentation at next HLTA annual meeting at the Prince on Maui;			Michael Pili Pang presented FESTPAC at the annual HLTA meeting at Hapuna Prince last week
Catering					Meetings with UH catering regarding food and potential partnerships with local food providers	Meetings with UH catering regarding food and potential partnerships with local food providers	No New Developments	No New Developments	No New Developments
Ground Transportation					Meeting and phone conversation with Tom Laidlaw regarding ground transportation, upcoming meeting 9/26	Robert's Hawai'i confirmed they have enough school buses to handle FESTPAC.	No New Developments		Pending proposal from Robert's Hawai'i
HOD Info & Admin Center				Artist meetings to be held in May after Merrie Monarch to organize artists, discuss head of delegation selection, Country makana/hosting delegations and volunteer opportunities	Hawai'i Artist/Kumu Meetings to be Scheduled for late November	Hawai'i Artist/Kumu Meetings to be Scheduled for late November to discuss HOD. Artist Coordinators: Hālau Hula: Vicky Holt Takamine/Māpuana de Silva/Michael Pili Pang, Visual Artists: Kapulani Landgraf/Ka'ili Chun/Drew Broderick, Theatre Artists: Ha'ili'ōpua Baker, Culinary Artists: Tammy Kealoha/Kealoha Domingo/Puka Asing, Next meeting scheduled for Sunday Nov. 3rd.	No New Developments	No New Developments	No New Developments
Medical									
Security					Security to be developed with MOCA & City Parks, Will set up meeting schedule with Misty Kela'i	Meeting to be scheduled	Meeting to be scheduled	Meeting to be scheduled	Meeting to be scheduled
Customs & Immigration									
Biosecurity	Biosecurity Plan		7/1/2019	Benton Pang Report	Benton Pang Report				

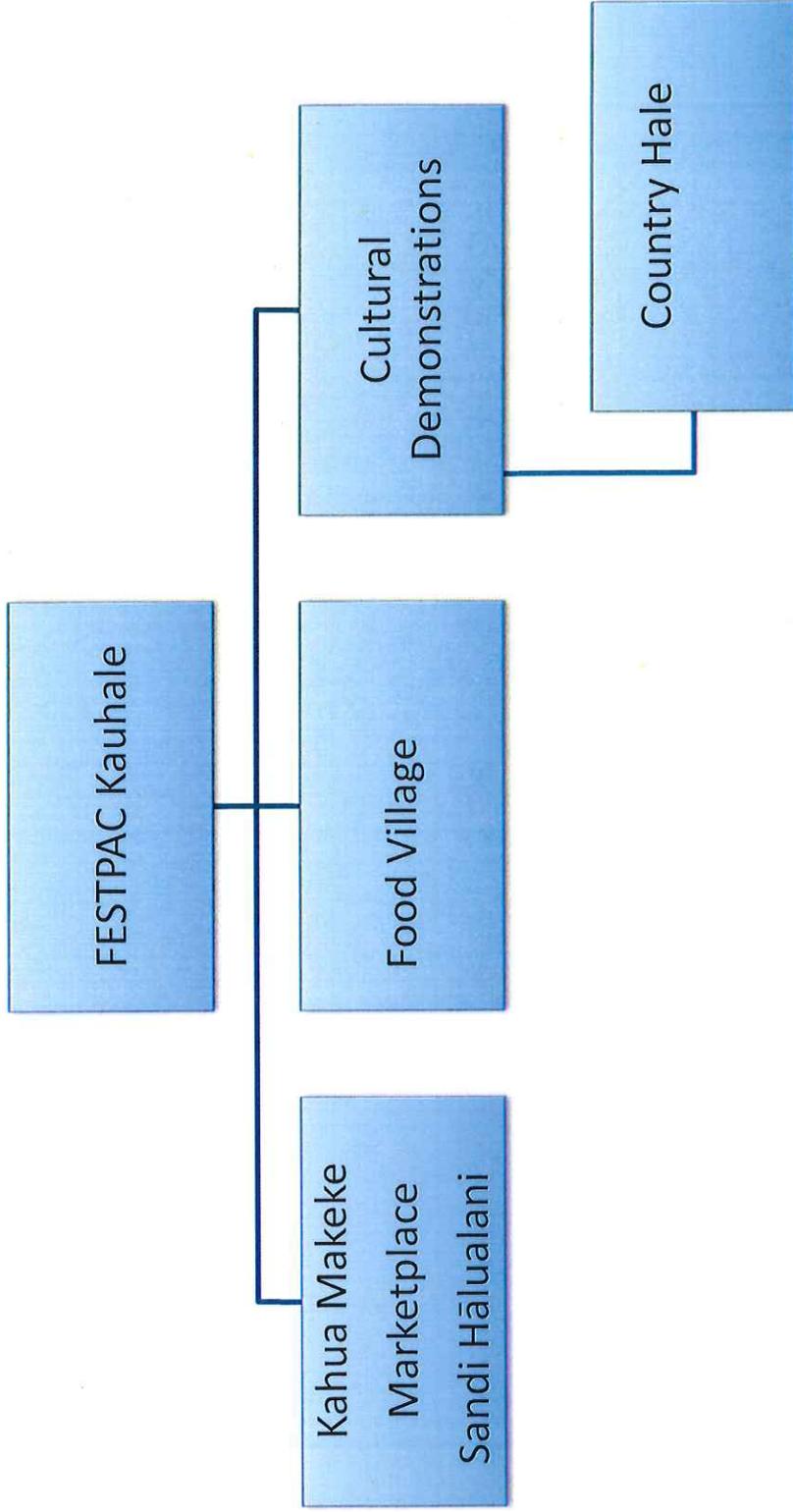
Marketing & Communications		(Separate marketing & comm plan)							
	Public Relations			Strategies 360 Report	Strategies 360...pending discussions regarding contract.	Strategies 360 Meeting facilitated by Monte McComber: Meeting scheduled with John White, VT & Jay, 10/8 to discuss invoices and payment schedule and deliverables, Strategies will submit comprehensive list of donors, Strategies will launch website 2.0, Strategies and PA'1 agree that website will continue as one of the deliverables under Strategies new agreement with PA'1, details TBD.	Next Strategies 360 Meeting scheduled for Tuesday, 2/29 2pm	11/8 - Strategies 360 Updates. re: extension of existing contract for Website & Marketing Phase II,	
	Advertising & Promotion						Media Strategy Plan suggested by 360 pending funding	Revised Media Strategies 360 plan	
	Publications								
	Media Relations								
	Merchandising								
Foreign Affairs									
	Gov't VIP/Protocol VIP Reception			Suggest Washington Place/Dennis Ling	Discussions with DBEDT/Tanaka regarding who this person should be	Discussions with DBEDT/Tanaka regarding who this person should be		Need Volunteer to Chair	Need Volunteer to Chair
	CPAC Meetings			Convention Center	Convention Center	Convention Center. Discussions to determine what exactly will be covered by Hawai'i Host			
	Education			Convention Center	Convention Center	Youth program designed and curriculum schedule being developed. Next meeting with 'Aha Puko'a coordinators scheduled for November.			
	Symposium & Forums			Convention Center/Kamakakuokalani	Convention Center	Coordinator for Symposiums to be determined	Meeting with Kuhio Lewis/CNHA regarding designing & hosting symposiums & forums at HXX		
Travel									
	New Zealand 2/20-25/26	Monte McComber - Com	\$1,432.30						
		Misty Kela'i - Commission	\$1,432.30						
		Jacob Aki - Rep. Sen Engl	\$1,428.63						
		Honey Maltin-Wisot - Str	\$1,428.63						
		Kahoku Lindsey - Asing, f	\$1,424.36						
		Michael Pili Pang -FestPa	\$1,424.36						
		Hotel	\$1,791.61						
		Total Travel, New Zealand	\$10,362.19						

Fundraising	2017	2018	2019	2020
Federal				
State				
Hawai'i State Legislature	\$450,000	\$950,000	\$1,000,000	
Office fo Hawaiian Affairs	\$0	\$0		
Hawai'i Tourism Authority	\$0	\$0		2019 HTA Grant Pending \$500,000
State Foundation of Culture & Arts	\$0	\$0	\$15,000	
City & County of Honolulu				
MOCA				
National				
NEA Our Town			\$60,000	
NEA SFCA			\$50,000	
Local				
Smiths Boat Tours		\$40,000		
Hawaiian Airlines				
Barbara Smith		\$10,000		
Central Pacific Bank				
Bank of Hawai'i				
First Hawaiian Bank				
Cooke Foundation				
In Kind				
Kamehameha Schools				
Honolulu Museum of Art				
Bishop Museum				
Hawai'i State Art Museum/SFCA				
Polynesian Cultural Center				
Kumu Kahua				
Pacific Islanders in Communication				
Doris Duke Theatre/Honolulu Museum of Art				
Total				

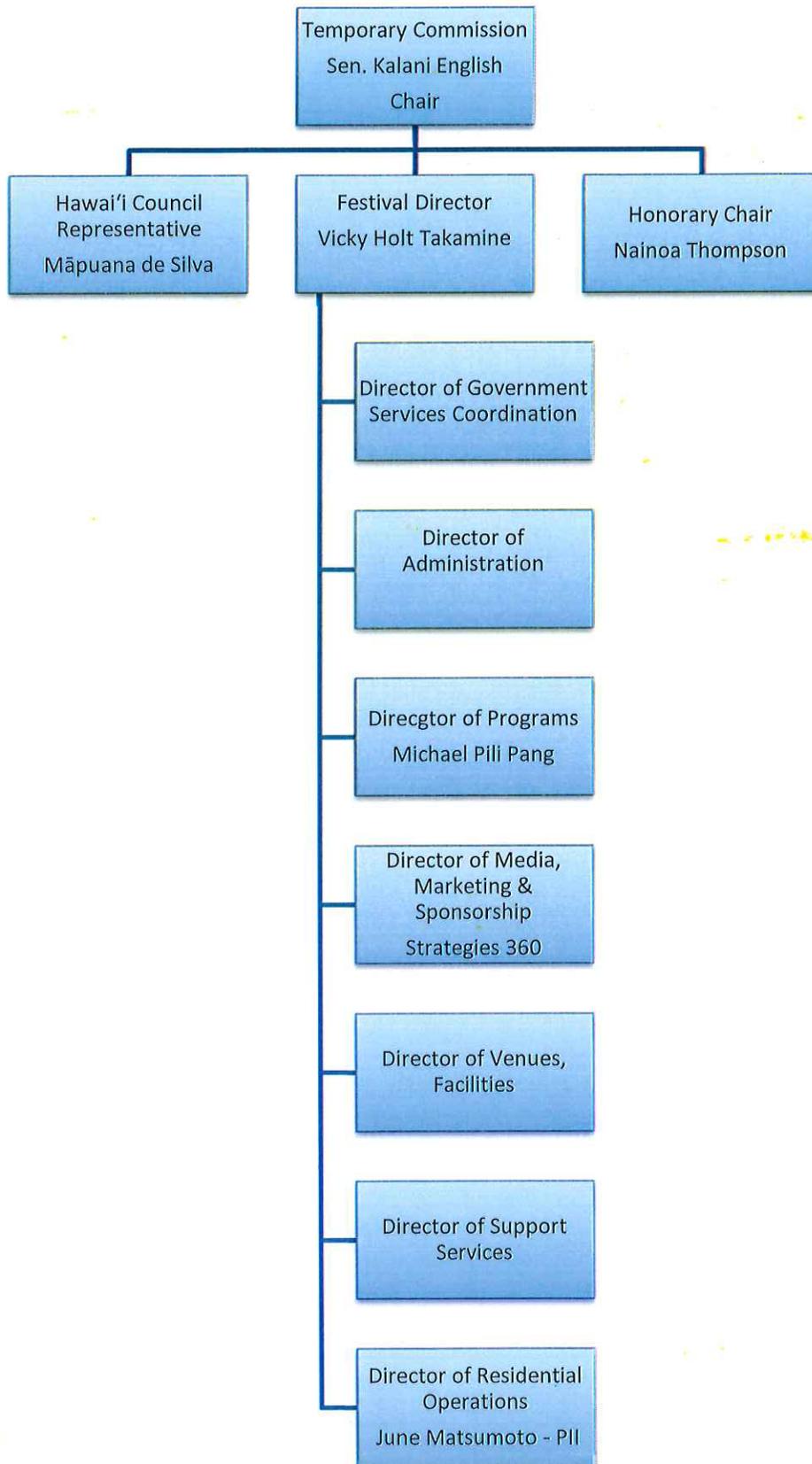
GOV. SERVICES VIP



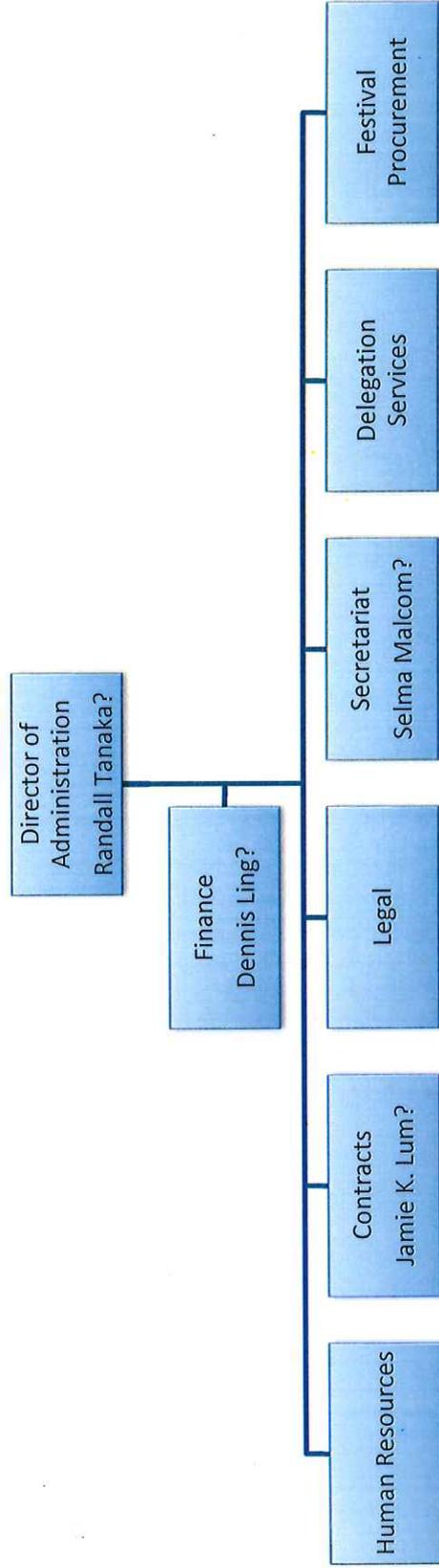
FESTIVAL VILLAGE



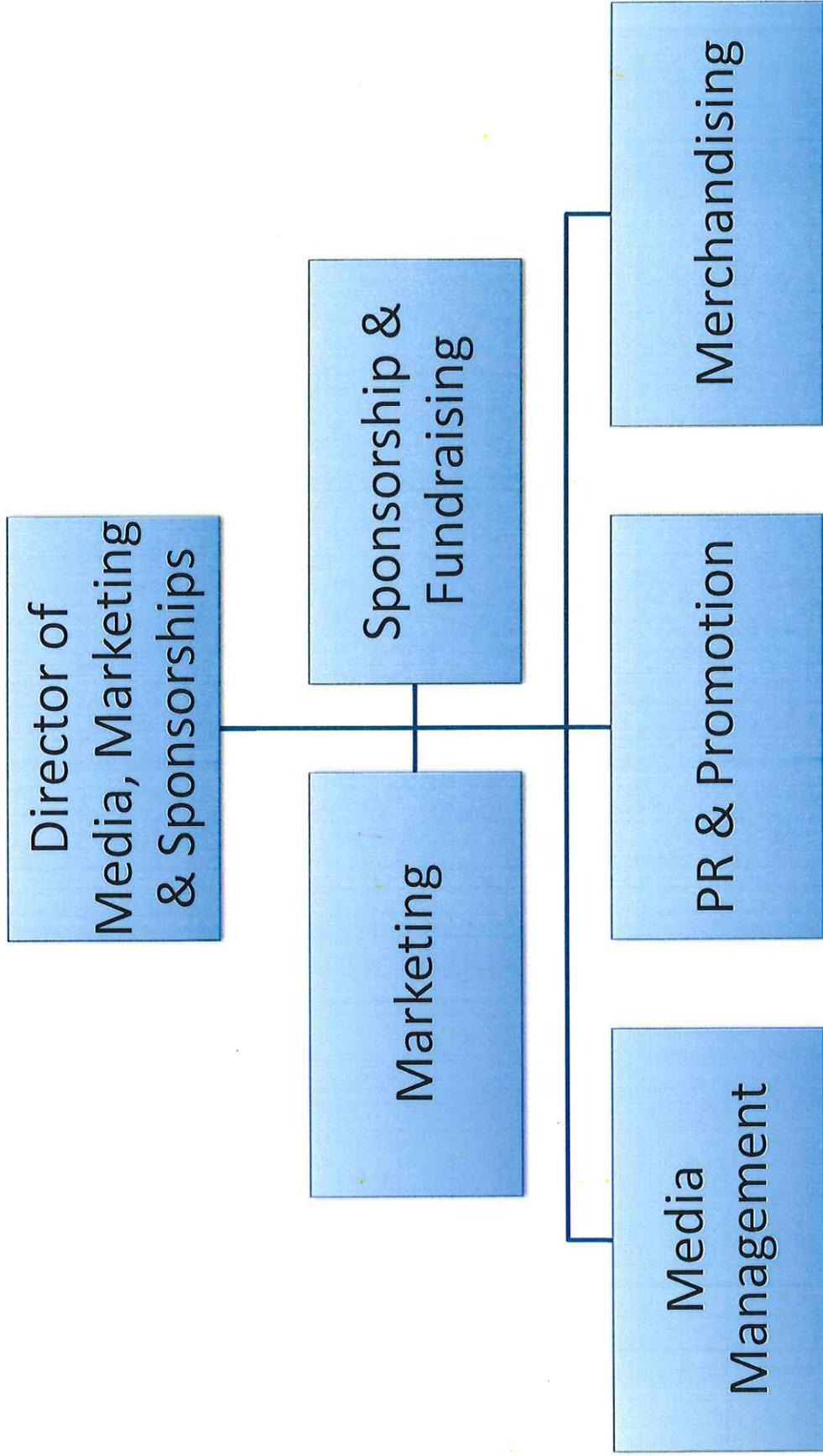
ORG. CHART

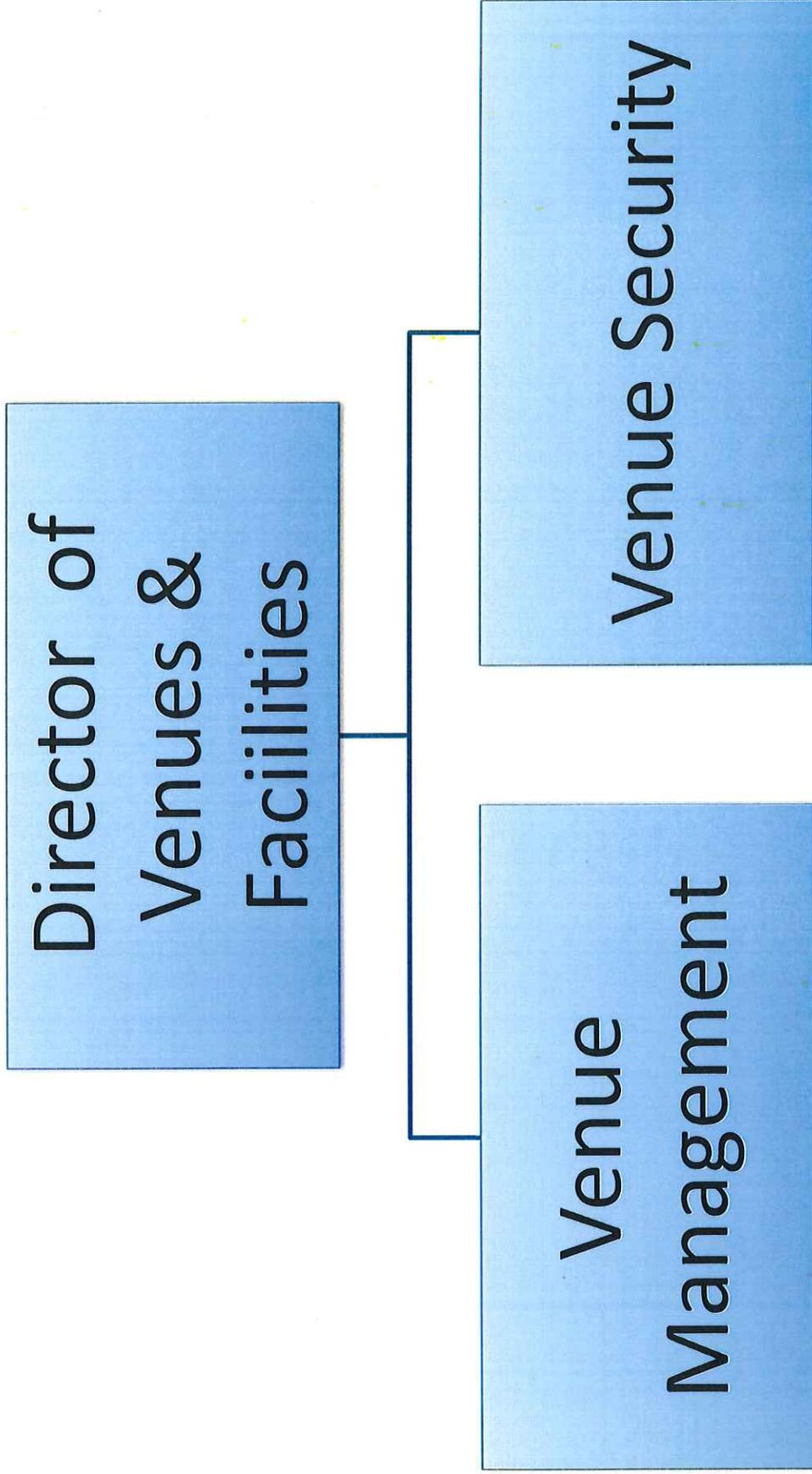


ADMINISTRATION

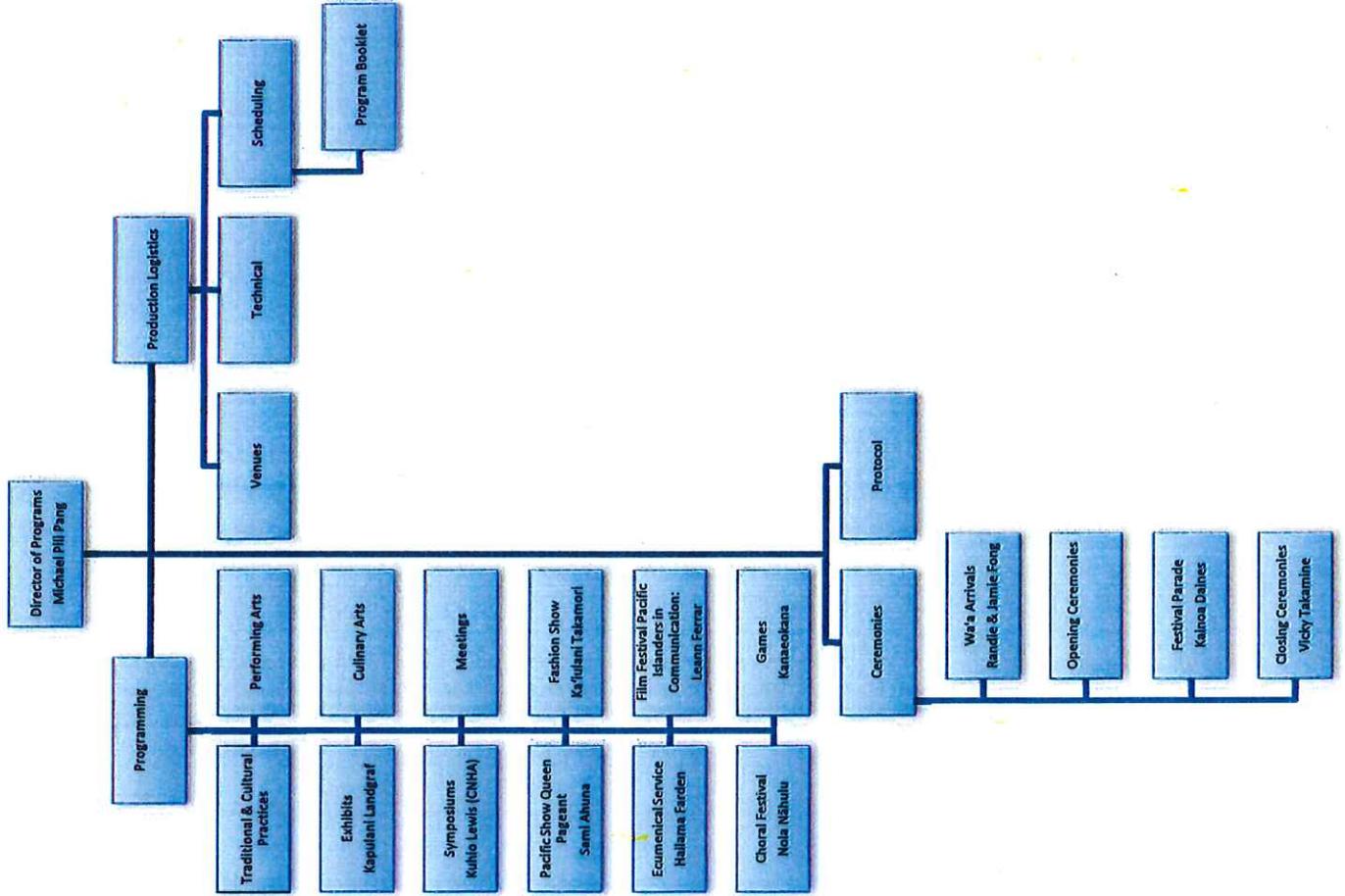


MEDIA MARKETING SPONSORSHIPS

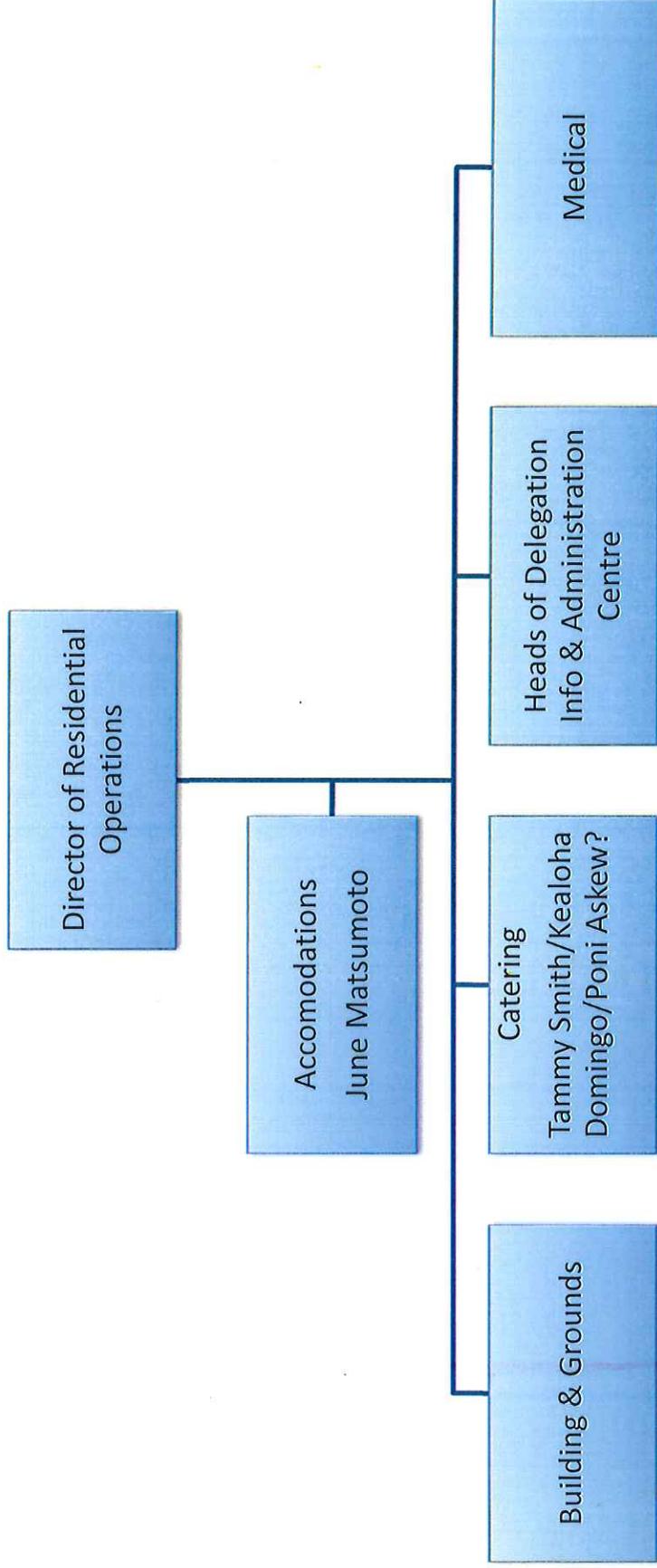




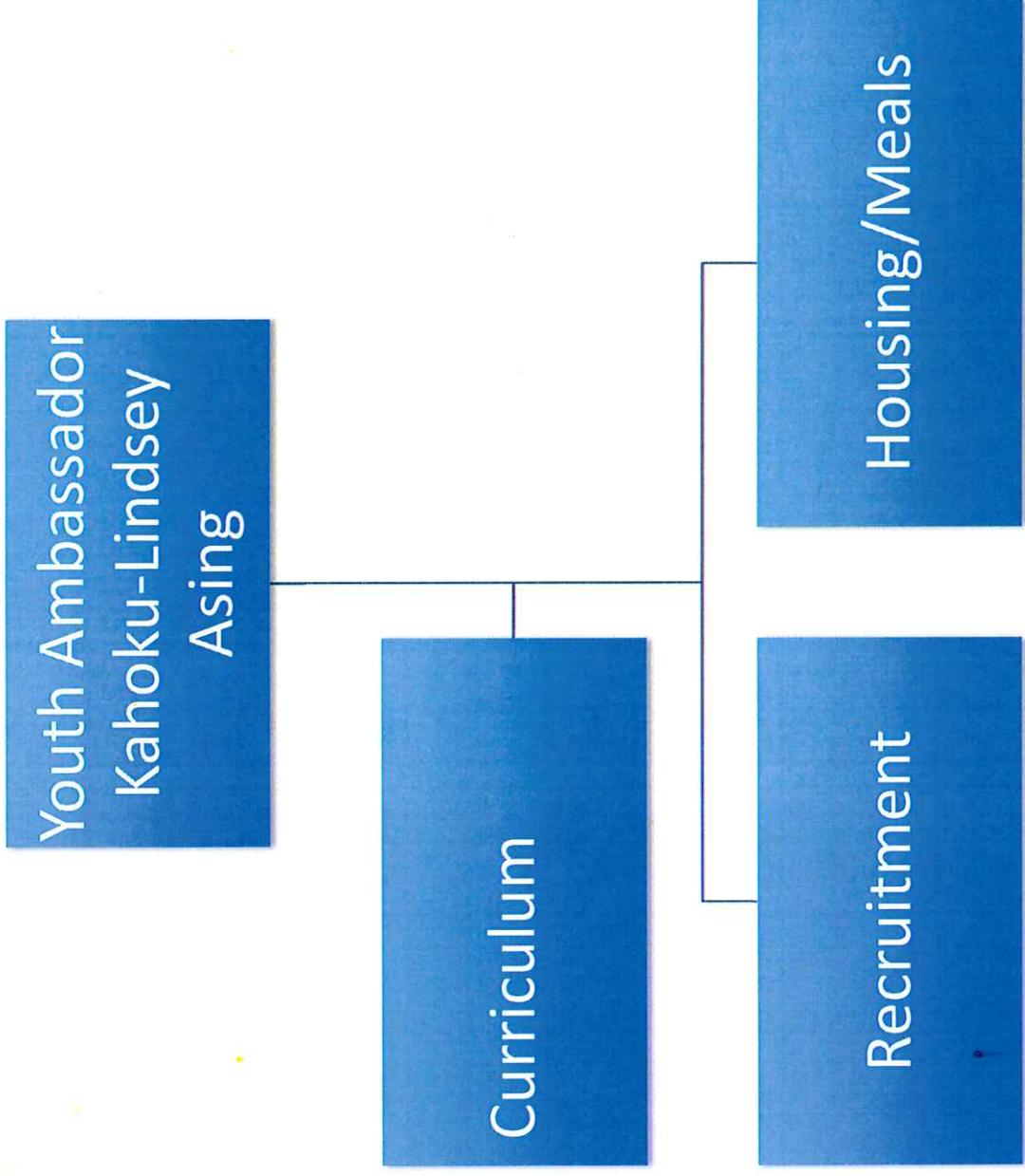
PROGRAMS



RESIDENTIAL OPERATIONS



YOUTH AMBASSADOR



SUPPORT SERVICES

