

13th FESTIVAL OF PACIFIC ARTS & CULTURE
JUNE 10 - 21, 2020
HONOLULU, HAWAI'I

AS OF: 1/22/20 16:09



SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
1	6/1/2020 - 6/3/2020					
2			Voyaging Canoe Arrivals on Neighbor Islands			
3	Monday, June 8, 2020					
4		9:00 AM - 5:00 PM	Culture for Sustainable Development Forum and Pacific Philosophy Conference (6/8 -6/10)	TBA	200	
5	Tuesday, June 9, 2020					
6		TBA	Head of Delegation Briefing	TBA	Head of Delegations	NOTE: Tuesday Evening Briefing for Wednesday, Because Wednesday will be a early day
7		9:00 AM - 5:00 PM	Culture for Sustainable Development Forum and Pacific Philosophy Conference	TBA		
8	Wednesday, June 10, 2020					
9			NO - Head of Delegation Briefing			NOTE: No Daily Briefing on Wednesday,
10		TBA	Youth Ambassador	TBA	TBA	
11		9:00 AM - 5:00 PM	Culture for Sustainable Development Forum and Pacific Philosophy Conference	TBA	200	
12		9:00 AM	Wa'a Arrival	Ke'ehi Lagoon	Tentative	
13	Thursday, June 11, 2020					

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	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
14		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
15		TBA	Youth Ambassador	TBA	TBA	
16		3:00 PM - 9:00 PM	Opening Ceremonies	Iolani Palace	All Delegations	
17	Friday, June 12, 2020					
18		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
19		TBA	Youth Ambassador	TBA	TBA	
20		11:00 AM - 9:00 PM	Festival Village - Cultural Market, Food Booths, Performances - Opening	Ala Wai Promenade	16 - Delegations	
21		11:00 AM - 3:30 PM	Delegation: Demonstration, Performance- Opening	Hawai'i State Art Museum	3 -Delegations	
22		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carving - Opening	Bishop Museum	4 -Delegations	Need to Confirm: Not sure if Bishop Museum will be apart of the Friday opening like other venues??
23		10:00 AM - 4:30 PM	Delegation: Demonstration, Performance - One day Only	Honolulu Museum of Art	1-2 Delegations	
24		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance- Opening	Helumoa, Royal Hawaiian Center	3 - Delegations	

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
25		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
26	Saturday, June 13, 2020					
27		TBA	Head of Delegation Daily Briefing	TBA - UH Cafeteria Area	Head of Delegations	
28		TBA	Youth Ambassador	TBA	TBA	
29		9:00 AM	Parade from 'Iolani Palace through Waikīkī to Kapi'olani Park (starting @ 9 Kapi'olani		All Delegations	
30		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations	
31		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations	
32		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	
33		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
34	Sunday, June 14, 2020					
35		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
36		TBA	Youth Ambassador	TBA	TBA	
37		TBA	Meeting of the Council of Pacific Arts and Culture	Hawai'i Convention Center (Suite: _____)		Pre-Coference Set UP
38		10:00 AM	Eccumenical Choral Service @ the Convention Center	Hawai'i Convention Center Exhibit Hall	All Delegations	
39		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations	
40		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations	
41		2:00 PM	Opening of Art Exhibit	Hawai'i Convention Center	All Participating Delegations	
42		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	
43		7:30 PM	Hawai'i Delegation: A Tribute to Lili'uokalani	Hawai'i Convention Center Exhibit Hall		
44	Monday, June 15, 2020					

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
45		TBA	Head of Delegation Daily Briefing	H+E527Lili'u Theatre	Head of Delegations	
46		TBA	Youth Ambassador	TBA	TBA	
47		TBA	Meeting of the Council of Pacific Arts and Culture	Hawai'i Convention Center (Suite: _____)		
48		9:40 AM - 5:20	2020 Austronesian Forum	Hawai'i Convention Center -- Lili'u Theatre	ROC-Taiwan On Own	Need to Update correct/offical title//// Changed to 6/15 one day only (originally 18/19th .. S360 Informed
49		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations +Hawai'i	
50		11:00 AM - 6:00 PM	Cultural Demonstrations, Art Exhibit, Symposiums, Film Presentations, Literary, Theatre, Hula/Dance Class	Hawai'i Convention Center - Level 3	Shuttle	
51		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations +Hawai'i	
52		11:00 AM - 3:30 PM	Delegation: Demonstration, Performance	Hawai'i State Art Museum	3 -Delegations +Hawai'i	

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
53		11:00 Am - 4:00 PM	Lecture, Forum & Workshops	Hawai'i Convention Center		
54		7:00 PM - 9:00 PM	Wearable Art Show (1)	Hawai'i Convention Center - Exhibition Hall	3- Delegations + Hawai'i	
55		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	
56		5:30 PM - 7:30 PM	• Choral Festival at Kawaiaha'o Church celebrating their 200th anniversary,	Kawaiahao Church	3 - Delegations +Hawai'i	
57		6:00 PM - 8:30 PM	Daily Hula/Dance Exchange	TBA - UH Dance Studio		
58	Tuesday, June 16, 2020					
59		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
60		TBA	Youth Ambassador	TBA	TBA	
61		TBA	5th Meeting of the Pacific Ministers for Culture	Hawai'i Convention Center (Suite: _____)	Minister Of Culture & Represenatives	

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
62		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations +Hawai'i	
63		11:00 AM - 6:00 PM	Cultural Demonstrations, Art Exhibit, Symposiums, Film Presentations, Literary, Theatre, Hula/Dance Class	Hawai'i Convention Center - Level 3	Shuttle	
64		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations +Hawai'i	
65		11:00 AM - 3:30 PM	Delegation: Demonstration, Performance	Hawai'i State Art Museum	3 -Delegations +Hawai'i	
66		11:00 Am - 4:00 PM	Lecture, Forum & Workshops	Hawai'i Convention Center		
67		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
68		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	

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	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
69		5:30 PM - 7:30 PM	• Choral Festival at Kawaiaha'o Church celebrating their 200th anniversary,	Kawaiahao Church	3 - Delegations +Hawai'i	
70		7:00 PM - 9:00 PM	Wearable Art Show (2)	Hawai'i Convention Center - Exhibition Hal	3- Delegations + Hawai'i	
71		6:00 PM - 8:30 PM	Daily Hula/Dance Exchange	TBA - UH Dance Studio		
72	Wednesday, June 17, 2020					
73		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
74		TBA	Youth Ambassador	TBA	TBA	
75		TBA	5th Meeting of the Pacific Ministers for Culture	Hawai'i Convention Center (Suite: _____)	Minister Of Culture & Representatives	
76		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations +Hawai'i	
77		11:00 AM - 6:00 PM	Cultural Demonstrations, Art Exhibit, Symposiums, Film Presentations, Literary, Theatre, Hula/Dance Class	Hawai'i Convention Center - Level 3	Shuttle	

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	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
78		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations +Hawai'i	
79		11:00 AM - 3:30 PM	Delegation: Demonstration, Performance	Hawai'i State Art Museum	3 -Delegations +Hawai'i	
80		11:00 Am - 4:00 PM	Lecture, Forum & Workshops	Hawai'i Convention Center		
81		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
82		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	
83		5:30 PM - 7:30 PM	• Choral Festival at Kawaiaha'o Church celebrating their 200th anniversary,	Kawaiahao Church	3 - Delegations +Hawai'i	
84		7:00 PM - 9:00 PM	Queen's Pageant	Hawai'i Convention Center - Exhibition Hal	Delegations + Hawai'i	
85		6:00 PM - 8:30 PM	Daily Hula/Dance Exchange	TBA - UH Dance Studio		
86	Thursday, June 18, 2020					

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	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
87		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
88		TBA	Youth Ambassador	TBA	TBA	
89		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations +Hawai'i	
90		11:00 AM - 6:00 PM	Cultural Demonstrations, Art Exhibit, Symposiums, Film Presentations, Literary, Theatre, Hula/Dance Class	Hawai'i Convention Center - Level 3	Shuttle	
91		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations +Hawai'i	
92		11:00 AM - 3:30 PM	Delegation: Demonstration, Performance	Hawai'i State Art Museum	3 -Delegations +Hawai'i	
93		11:00 Am - 4:00 PM	Lecture, Forum & Workshops	Hawai'i Convention Center		
94		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
95		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	

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	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
96		5:30 PM - 7:30 PM	• Choral Festival at Kawaiaha'o Church celebrating their 200th anniversary,	Kawaiahao Church	3 - Delegations +Hawai'i	
97		6:00 PM - 8:30 PM	Daily Hula/Dance Exchange	TBA - UH Dance Studio		
98	Friday, June 19, 2020					
99		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
100		TBA	Youth Ambassador	TBA	TBA	
101		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations +Hawai'i	
102		11:00 AM - 6:00 PM	Cultural Demonstrations, Art Exhibit, Symposiums, Film Presentations, Literary, Theatre, Hula/Dance Class	Hawai'i Convention Center - Level 3	Shuttle	
103		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations +Hawai'i	
104		11:00 AM - 3:30 PM	Delegation: Demonstration, Performance	Hawai'i State Art Museum	3 -Delegations +Hawai'i	

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
105		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
106		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	
107		6:00 PM - 8:30 PM	Daily Hula/Dance Exchange	TBA - UH Dance Studio		
108	Saturday, June 20, 2020					
109		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
110		TBA	Youth Ambassador	TBA	TBA	
111		11:00 AM - 6:00 PM	Makahiki Games, Art Market, Music Concert	Kapi'olani Park	TBA - Delegations +Hawai'i	
112		11:00 AM - 9:00 PM	Festival Village	Ala Wai Promenade	TBA - Delegations +Hawai'i	
113		11:00 AM - 6:00 PM	Cultural Demonstrations, Art Exhibit, Symposiums, Film Presentations, Literary, Theatre, Hula/Dance Class	Hawai'i Convention Center - Level 3	Shuttle	
114		11:00 AM - 5:00 PM	Delegation: Demonstration, Performance & Carvers	Bishop Museum	4 -Delegations +Hawai'i	

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SCHEDULE OF EVENTS (Tentative, subject to change):

	DATE	TIME	EVENT	VENUE	EST PAX	NOTES:
115		TBA	Fishing & Voyaging	Ke'ehi Lagoon/METC Center	TBA - Delegations	
116		5:00 PM - 9:00 PM	Delegation: Demonstration, Performance	Helumoa, Royal Hawaiian Center	3 - Delegations	
117	Sunday, June 21, 2020					
118		TBA	Head of Delegation Daily Briefing	TBA	Head of Delegations	
119		3:00 PM - 9:00 PM	Closing Ceremonies @ the Kapi'olani Park (mid-afternoon).	Kapi'olani Park	All Delegations	
120	Monday, June 22, 2020					
121		TBA	Head of Delegation Final Briefing	TBA	Head of Delegations	

FESTPAC 2020
Safety & Security
Coordination Questions

Below is a list of coordination questions that the steering committee is requesting answers on before proceeding with the Safety and Security draft brief.

1. Will the City and County of Honolulu with assistance from the safety and security steering committee be writing the Safety and Security Brief?
2. Who will be the Honolulu Police Department Liaison to the Committee?
3. Who will be the Honolulu Fire Department Liaison to the Committee?
4. Who will be the Emergency Medical Service Liaison to the Committee?
5. Has FESTPAC, City met with the State to decide on the location of a Joint Operation Center or (JOC)?
6. Will that Operation Center also contain the Joint Information Center or (JIC)? If not, where will that location be.
7. Will FESTPAC, City or State be providing the Interoperability Communications with the other participating agencies.
8. If a participant has been arrested for a crime or has serious injuries, has FESTPAC, City and State set up a protocol for notification to the Safety and Security subcommittee on a twenty-four-hour basis? This would include a request from any of the Law Enforcement or Life Safety groups such as EMS for the use of an interpreter.
9. Has FESTPAC, City and State met to discuss the type and wording of the participants ID for both Emergency, Law Enforcement, feeding and access issues?
10. Has FESTPAC, City discussed with the State who will pay for, make and provide those ID cards to the participants, or a protocol for lost or stolen ID cards?

11. If a participant has been diagnosed with a disease such as measles, has FESTPAC, City discussed with the State a notification and quarantine protocol?
12. Has FESTPAC, City opened discussions with the following agencies on coordination efforts?
 - Department of Homeland Security
 - Transportation & Security Administration
 - Federal Aviation Administration
 - Federal Bureau of Investigation
 - U.S Customs and Border Patrol
 - State Fusion Center
 - State Office of Emergency Management
 - Department of Land and Natural Resources
 - Sheriff's Office
 - Airport Police
 - Harbor Police
 - City Office of Emergency Management
 - Honolulu Police Department
 - Honolulu Fire Department
 - Emergency Medical Services
 - Ocean Safety
13. Has FESTPAC, City discussed with the FAA and the Honolulu Police Department how they are going to address the drone problem during the arrivals of the voyaging canoes?

FESTPAC-HAWAII 2020
Mayor's Office of Culture and the Arts
City & County of Honolulu

Programing & Venue Assistance

EVENT: OPENING CEREMONY

DATE: Thursday, June 11, 2020 (State Holiday)

TIME: 3:00 PM - 10:00 PM

VENUE: IOLANI PALACE

Estimated Attendance: 5,000

1	Parking Permit #1	Street Parking- All of Richard for loading and unloading - Beretania - King Street	6/11	6AM - 12AM
1	Parking Permit #2	Street Parking - Front of Palace on King for Loading and unloading of buses, Richard - Punchbowl	6/11	6AM - 12AM
3	Parking Permit #3	EWA side of Punchbowl Street along Library for loading and unloading of delegates - Beretania - King Street	6/11	6AM - 12AM
4	Parking - Fasi Civic Center	City Civic Center Parking for Public - all day as 6/11 is a holiday	6/11	6AM - 12AM
5	Honolulu Police Department (HPD)	Event Security, Traffic Control	6/11	
6	Emergency Management Service (EMS)	Set up in tent - First Aid	6/11	1 PM - 10PM
7	Trash Cans/Recycle Bins	Recycle Bins	Load In: 6/10	

FESTPAC-HAWAII 2020
Mayor's Office of Culture and the Arts
City & County of Honolulu

Programing & Venue Assistance

EVENT: FESTIVAL VILLAGE (6/12-6/20)
DATE: Friday, June 12 - Saturday, June 20
TIME: 12:00 PM - 5:00PM
VENUE: ALA WAI PROMENADE
Estimated Attendance: 5,000 Daily

1	Ala Wai Promenade Permit	DPR - Between Ala Moana Blvd and Kalakaua Ave - Dates: June 9 - June 21	LOAD IN: 6/9-6/11	Strike Out: 6/21-6/22
2	Parking Permit	Loading and Unloading - Kalakaua Ave Before Bridge. 6/9-6/21 8AM -- 9PM	LOAD IN: 6/9-6/11	Strike Out: 6/21-6/22
3	Parking Permit	Magic Island Parking Lot for Staff & Volunteers	6/12 - 6/20	8AM - 12AM
4		Traffic, Event Security (Daily)	6/12 - 6/20	8AM - 8PM
5	HPD	Evening Event(s) (Wearable Art Show Dinner)	6/16 - 6/19	5 PM - 8 PM
6	DES	Trash bins, trash Service, Clean Area Pre Setup	Pickup Cleaning Daily?	6/12 - 6/20
7	EMS	Frist Aid - Set up in tent	6/12 -6/20	11AM - 8 PM
8	DPR	Turn Off Sprinklers from 6/9-6/22		

FESTPAC-HAWAII 2020
Mayor's Office of Culture and the Arts
City & County of Honolulu

Programing & Venue Assistance

EVENT: HAWAI'I CONVENTION CENTER (6/12-6/20)

DATE: Friday, June 12 - Saturday, June 20

VENUE: HAWAI'I CONVENTION CENTER

Estimated Attendance: 5,000 Daily

** Broken out by events at HCC

1	Honolulu Police Department (HPD)	Front of Convention Center - Traffic Control, Security (Daily)	June 12 - 20	9AM - 10PM
2	Honolulu Police Department (HPD)	Front of Convention Center - Traffic Control, Security (Convention Center Event: Ecumenical)	Sunday, June 14	9AM - 10PM
3	Honolulu Police Department (HPD)	Front of Convention Center - Traffic Control, Security (Convention Center Event: Wearable Art Show)	June 16 - 18	6PM - 10PM
4	Honolulu Police Department (HPD)	Front of Convention Center - Traffic Control, Security (Convention Center Event: Queens Pageant)	Friday, June 19	6PM - 10PM

EVENT: CHORAL FESTIVAL

DATE: JUNE 15, 16, 17, 18

TIME: 5:30 PM - 9:30 PM

VENUE: KAWAIAHA'O CHURCH

Estimated Attendance: 200

1	Parking Permit	Kawaiaha'o Street - From Corner of King Street to Mission Lane 4:00Pm - 10:00 PM - June 15, 16, 17, 18	JUNE 15,16, 17, 18	4:00 PM - 10:00 PM
2	Honolulu Police Department (HPD)	Traffic Control, Security	JUNE 15,16, 17, 18	5:00pm - 9:00 PM

FESTPAC-HAWAII 2020
Mayor's Office of Culture and the Arts
City & County of Honolulu

Programing & Venue Assistance

EVENT: MAKAHIKI & CLOSING CEREMONY

DATE: June 20 & 21

TIME:

VENUE: KAPIOLANI PARK / PAKI HALE

Estimated Attendance: 5,000 - 8,000

1	Park Permit	Park Permit	June 18 - 22	6AM - 10PM
2	Parking Permit (Lot A)	Parking lot A on Paki Ave, Mauka Side of Park for Loading & Unloading	June 18 - 22	
3	Parking Permit (Lot B)	Parking lot B on Paki Ave, Mauka Side of Park for Loading & Unloading, Bus Drop Off	June 18 - 22	
4	Parking Permit (Street)	Along Kalakaua Side of Kapiolani Park, Across from Kaimana Beach to Ewa (40 Stalls) Vender Parking	June 20-21	6 AM - 10PM
5	Parking Permit (Paki/Monsarrat Lot)	Parking (Paki/Monsarrat Lot) - Volunteer Parking	June 20-21	6 AM - 10PM
6	Parking Permit (Paki Hale)	PAKI Hale Parking Lot (VIP/STAFF)	June 20-21	6 AM - 10PM
7	Permit - Paki Hale	Paki Hale For VIP	June 20-21	6 AM - 10PM
8	DPR/DES	Trash	Trash cans, Recycle Bins	
9	DPR	Turn off Sprinkler	June 18 - 22	
10	Emergency Management	Set up in tent - First Aid	June 20	10 AM - 5 PM
11	Service (EMS)		June 21	10AM - 10PM
12	Honolulu Police Department	Event Security, Traffic Control	June 20	10 AM - 5 PM
13	(HPD)		June 21	10AM - 10PM
14	Board of Water Supply	Water Buffalo set up	June 20-21	

FESTPAC-HAWAII 2020
Mayor's Office of Culture and the Arts
City & County of Honolulu

Programing & Venue Assistance

EVENT: 2nd Culture for Sustainable Development Forum and Pacific Philosophy Conference

DATE: June 7, 8 & 10

TIME:

VENUE: MISSION MEMORIAL AUDITORIUM & Honolulu Hale

Estimated Attendance: 200

TBA - May not be available

1	Permit for Mission Memorial Auditorium	Permit Sunday, June 7 (Set up) - June 8-10 (Conference)	June 7 - 10	
2	MOCA	Pre Conference Set up - Set up of Flags and Audio Translation System	Sunday, June 7	12PM - 6 PM
3	Permit for Honolulu Hale	Evening Reception	Monday, June 8	5 PM - 9 PM
4	Parking Permit	Drop off Front of City Hall	June 8 - 9	8AM - 6 PM



FESTPAC-HAWAII 2020
 Programing Draft as of:
 1/22/20 15:44

	1	2	3	4	5	6	7	8	9	10	11	12		
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
	6/9/20	10-Jun-20	11-Jun-20	12-Jun-20	13-Jun-20	14-Jun-20	15-Jun-20	16-Jun-20	17-Jun-20	18-Jun-20	19-Jun-20	20-Jun-20	21-Jun-20	22-Jun-20

VENUE	ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12
FESTPAC VILLAGE													
	Village Stage												
	Village Market												
	Village Food												
Hawai'i Convention Center													
	Fine Arts Gallery			Load In									
	Film			Load In									
	Literary Arts			Load In									
	Ecumenical Services				Load In								
	Hawaiian Music Concert												
	Wearable Art Show												
	SPC MEETING												
	2020 Austronesian Forum												
	Pacific Island Queen Pageant												
TBA													
	Culture for Sustainable Development Forum and Pacific Philosophy Conference												
Ke'ehi Lagoon													
	Wa'a Arrival												
Iolani Palace													
	Opening Ceremonies												
Kamehameha Celebration													
	Lei Draping (Ali'iolani Hale)												
	Parade of Nations												
Bishop Museum													
	Performance			?									
	Market			?									
	Artist/Crafts			?									
	Film			?									
Honolulu Museum of Art													
	Performance												
	Market												
	Artist/Crafts												
	Film												
State Art Museum													
	Performance												
	Market												
	Artist/Crafts												
	Film												
	Host VIP												
Kawaiaha'o Church													
	Choral Fest												
Kapiolani Park													
	Makahiki Games												
	Closing Ceremony												



CONVENTION CENTER:

		1	2	3	4	5	6	7	8	9	10	11	
		Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ROOM/VENUE	ACTIVITY	10-Jun-20	11-Jun-20	12-Jun-20	13-Jun-20	14-Jun-20	15-Jun-20	16-Jun-20	17-Jun-20	18-Jun-20	19-Jun-20	20-Jun-20	21-Jun-20
315 Moloka'i	Literary /Film -Display												
316 Maui - A	Gallery - Micronesia/ Melanesia			Gallery - Micronesia/Melanesia/Polynesia									
316 Maui - B													
316 Maui - C													
3rd FLOOR LOBBY													
317 - Kaho'olawe - A	Information Exchange												
317 - Kaho'olawe - B													
318 - A	Media Room												
318 - B													
First Aid Room													
319 - A	Meeting Room												
319 - B													
320 - Emalani Theater	Film and Lectures						Austronesian						

MAKAI MEETING ROOMS

321 - A	Delegate Multi Purpose Room - Briefings/Youth/												
321 - B													
322 - A													
322 - B													
323 - A	South Pacific Commission Meeting Room												
323 - B		SPC MEETINGS											
323 - C													
324	Storage												
325 - A													
325 - B													
326 - A	FESTPAC Room 1												
326 - B	FESTPAC Room 2												
327	FESTPAC HI - OFFICE												
328													



List of Participating Delegation

update as of:
1/22/20 15:44

	1	American Samoa		
1	2	Aotearoa (New Zealand)	129	
	3	Australia		
2	4	Cook Island	100	
	5	Federated States of Micronesia (FSM)		
	6	Fiji		
3	7	Heremoana Maamaatuaiahutapu	100	
4	8	Anna Marie Arceo	100	
5	9	Hawaii		
6	10	Kingdom of Tonga	50	
	11	Kiribati		
	12	Nauru		
	13	New Caledonia		
7	14	Niue	50	
	15	Norfolk Island		
	16	Papua New Guinea		
	17	Pitcairn Island		
8	18	Rapa Nui	40	
9	19	Republic of China (Taiwan)	100	
10	20	Republic of Marshall Islands	70	
11	21	Republic of Palau	100	
	22	Samoa		
	23	Solomon Islands		
12	24	The Commonwealth of the Northern Mariana Islands	100	
	25	Tokelau		
13	26	Tuvalu	40	
	27	Vanuatu		
14	28	Wallis Futuna	50	
		Participating Delegates	1029	

		Anticipated Delegations	28	
		Participating Delegations	14	
		No Response	14	



**IOLANI PALACE - OPENING CEREMONY
TECHNICAL INFORMATION**

EVENT: OPENING CEREMONY
DATE(S): THURSDAY, JUNE 11, 2020
VENUE: IOLANI PALACE
DELEGATE(S): ALL PARTICIPATING DELEGATIONS
PERFORMANCE: 7 - 10 MINUTES

Technical Schedule

Pre-Event (Day 1) LOAD IN

Date Wednesday, June 10, 2020

Time TBA

Event (Day 2) **OPENING CEREMONY**

Date *Thursday, June 11, 2020*

Time **3:00 PM**

Post- Event (Day
3) STRIKE

Date Friday, June 10

Time TBA

ACTIVITY/TASK	DESCRIPTION OF ACTIVITY/TASK	LEAD
Parking Permit #1	Street Parking- All of Richard for loading and unloading - Food Trucks	C&C
Parking Permit #2	Street Parking - Front of Palace on King for Loading and unloading of buses, (Two Lanes may be required)	C&C
Parking Permit #3	EWA side of Punchbowl Street along Library for loading and unloading of delegates	C&C
Parking - Fasi Civic Center	City Civic Center Parking for Public - all day as 6/11 is a holiday	C&C
Police Security	HPD - Traffic outside of Palace	C&C
Emergency Management	EMS - Set up tent	C&C
Trash Cans/Recycle Bins		C&C
Event Permit	Permit for Iolani Palace Grounds	Iolani Palace
Stage	Stage 60' X 40 'X 3'	PA'I
Lights & Sound	To Be Contracted	PA'I
Chairs	3500	PA'I
Tents	(See Breakdown Below)	PA'I
Text 40X100 X6	(See Breakdown Below)	PA'I



IOLANI PALACE - OPENING CEREMONY TECHNICAL INFORMATION

Tables (Food Tent)	16 - (See Breakdown Below)	PA'I
Toilets		PA'I
Trash Roll Off		PA'I
Decorations		PA'I & Iolani Palace
Flags 30	28 Countries + SPC	PA'I
Sheriffs	DLNR - Sheriffs for Security	PA'I & Iolani Palace
VIP Room	At HiSam	SFCA
Information/Headquarter		PA'I
Transportation	Shuttle to and from UH Dorms	Pacific Island Institute

Breakdown:		
Tent #1	Delegates	
Tent #2	Delegates	
Tent #3	Delegates	
Tent #4	Delegates	
Tent #5	Ewa Food Tent - 8 Tables	
Tent #6	Diamond Head Food Tent - 8 Tables	
Tent #7	Security/1st Aid	
Tent #8	Halau Dressing Tent	
Tent #9	Info/FESTPAC Tent	

STAGE MANAGER

- Work with Head of Delegation to ensure program schedule is maintained.
- Set up and run rehearsal schedules.
- Compile technical notes on: cues, and requirements for lighting and sound.
- Manage the backstage and onstage areas during performances.
- Liaise with the Delegation's Artistic Director, stage personnel and other technical services.
- call artists for rehearsals and performance.

STAGE

Free Standing Platform stage
40' deep x 60' across x 36" high



IOLANI PALACE - OPENING CEREMONY TECHNICAL INFORMATION

Entrance/Exit at Stage-right and Stage-left
Skirted with Black
Podium
Dignitary Chairs

VIDEO

Graphics - Laptop to run slide show. Slide Show/Graphics of Delegation
(2) Projectors
(2) cameras to shoot show & performances
(2) 16' x 9' projection screens

AUDIO (in addition to PA)

12-16 Channel sound system
(2-4) stage/musician monitors
(2) podium mics
(4) vocal mics, (4) DIs, (4) monitor set up at SR performance area
(2) wireless LAV or Handheld mics
(4-6) Floor Mics
a recorder providing backup playback, and/or disc player for primary playback;
Speakers

LIGHTING (note there are no follow-spots)

Stage wash,
Moving lights for breakups on Palace
Palace Ground Lights

TRANSPORTATION

Shuttle to and from UH Dorms
Drop off on Punchbowl
Drop Off on King Street will require two lane

VIP- Dignitaries

VIP and Dignitaries will be hosted by SFCA at HiSam

MEALS

Delegation Meals will be offered at designated Food Tents (#5 & #6)



Makahiki Game/Closing Ceremony
KAPI'OLANI PARK

VENUE **KAPIOLANI PARK** ATTENDANCE: 8,000
 DATE Saturday, June 20, 2020
 Sunday, June 21, 2020
 EVENT (1) **LOAD IN**
 Date Friday, June 19
 Time **TBA**
 EVENT (2) **Makahiki Games**
 Date **Saturday, June 20**
 Time **11:00 AM - 5:00 PM**
 EVENT (3) **Closing Ceremony**
 Date **Sunday, June 21**
 Time **2:00 PM - 9:00 PM**
 EVENT (4) **Strike Out**
 Date Monday, June 22
 Time TBA

<u>ACTIVITY/TASK</u>	<u>DESCRIPTION OF ACTIVITY/TASK</u>	<u>LEAD</u>
Kapi'olani PARK	Park Permit	C&C
Parking Permit (Lot A)	Parking lot A on Paki Ave, Mauka Side of Park for Loading & Unloading	C&C
Parking Permit (Lot B)	Parking lot B on Paki Ave, Mauka Side of Park for Loading & Unloading, Bus Drop Off	C&C
Parking Permit (Street)	Along Kalakaua Side of Kapiolani Park, Across from Kaimana Beach to Ewa (40 Stalls) Vender Parking	C&C
Parking Permit (Paki/Monsarrat Lot)	Parking (Paki/Monsarrat Lot) - Volunteer Parking	C&C
Parking Permit (Paki Hale)	PAKI Hale Parking Lot (VIP/STAFF)	C&C
Trash	Trash cans, Recycle Bins	
Turn off Sprinkler	June 18 - 22	C&C
	Tent	PA'I
	Chairs	PA'I
	Stage	Tina
	Lights & Sound	Tina



Makahiki Game/Closing Ceremony
KAPI'OLANI PARK

FOOD Booths
Toilets
Trash Roll Off
Decorations
Street Banner
Logo
Import/Export

STAGE MANAGER

Work with Head of Delegation to ensure program schedule is maintained.
Set up and run rehearsal schedules.
Compile technical notes on: cues, and requirements for lighting and sound.
Manage the backstage and onstage areas during performances.
Liaise with the Delegation's Artistic Director, stage personnel and other technical services.
call artists for rehearsals and performance.

STAGE

Free Standing Platform stage
40' deep x 60' across x 36" high
Entrance/Exit at Stage-right and Stage-left
Skirted with Black
Podium
Dignitary Chairs

VIDEO

Graphics - Laptop to run slide show. Slide Show/Graphics of Delegation
(2) Projectors
(2) cameras to shoot show & performances
(2) 16' x 9' projection screens

AUDIO (in addition to PA)

12-16 Channel sound system
(2-4) stage/musician monitors
(2) podium mics



Makahiki Game/Closing Ceremony
KAPI'OLANI PARK

(4) vocal mics, (4) DIs, (4) monitor set up at SR performance area
(2) wireless LAV or Handheld mics
(4-6) Floor Mics
a recorder providing backup playback, and/or disc player for primary playback;
Speakers

LIGHTING (note there are no follow-spots)

Stage wash,
Moving lights for breakups on Palace
Palace Ground Lights

TRANSPORTATION

Shuttle to and from UH Dorms
Drop off on Punchbowl
Drop Off on King Street will require two lane

VIP- Dignitaries

VIP and Dignitaries will be hosted at Paki Hale

MEALS

Delegation Meals will be offered at designated Food Tents



Performance Venues (Outside of Village)

TECHNICAL INFORMATION

EVENT: Performance Venues (Outside of Village)
DATE(S): June 12 – 20, 2020
VENUE: Bishop Museum, HiSam, HoMa, Others
DELEGATE(S): Hawai'i + 3 or 4 Delegations
PERFORMANCE: Various Performance Times:
1 - Long Show (45 Minutes)
2 - Short Shows (15 Minutes)

Program may include but not limited to:

- Performing Arts (Dance, Music, Story Telling)
- Cultural Demonstrations
- Visual Arts
- Film
- Literature

STAGE MANAGER

- Work with Head of Delegation to ensure program schedule is maintained.
- Set up and run rehearsal schedules.
- Compile technical notes on: cues, and requirements for lighting and sound.
- Manage the backstage and onstage areas during performances.
- Liaise with the Delegation's Artistic Director, stage personnel and other technical services.
- call artists for rehearsals and performance.

STAGE

- Stage or Performance area clear of debris
- (4) Chairs on each side of the stage
- Two tables (one on each side of stage, as space allows) for instruments, props, etc.

AUDIO (in addition to PA)

- 12-16 Channel sound system
- (2-4) stage/musician monitors
- (2) podium mics
- (4) vocal mics, (4) DIs, (4) monitor set up at SR performance area
- (2) wireless LAV or Handheld mics
- (4) Music Stands, & (4) Chairs
- a recorder providing backup playback, and/or disc player for primary playback;



Performance Venues (Outside of Village) TECHNICAL INFORMATION

LIGHTING (for evening performances)

Stage wash, backlight, & runway wash

DRESSING ROOMS

At least two clean dressing rooms/areas with ventilation.

10 Chairs and 4 Tables

2-4 wardrobe racks, and hangers.

Quick Change Area near Stage

GREEN ROOM/HOSPITALITY AREA

Provide water and refreshments

Secure area to store costumes and props

1 Meal for delegates and volunteers

TRANSPORTATION

Arrange time and designated drop off/pick up area



**FESTPAC VILLAGE
TECHNICAL INFORMATION**

VENUE ALA WAI PROMENADE
DATE 6/12/2020 - 6/21/2020

ACTIVITY: VILLAGE (6/12-6/20)
ATTENDANCE: Various

EVENT (1) Load In- Set Up
Date Tuesday, June 9, 2020
Time

EVENT (2) Open Ceremony
Date Friday, June 12, 2020
Time 12 Noon

EVENT (3) Flavors of the Pacific
Date Friday & Saturday - June 12-13
Time 5 PM - 9 PM

EVENT (4) Closing of Village
Date Saturday, June 20, 2020
Time

	<u>ACTIVITY/TASK</u>	<u>DESCRIPTION OF ACTIVITY/TASK</u>	<u>LEAD</u>	-	-
	Ala Wai Promenade Permit	DPR - Between Ala Moana Blvd and Kalakaua Ave - Dates: June 9 - June 21	C&C		
	Parking Permit	Loading and Unloading - Kalakaua Ave Before Bridge. 6/9-6/21 6AM - 9am , 6 PM-9PM	C&C		
	Security	HPD	C&C		
	Trash	DES	C&C		
	First Aide	EMS	C&C		
	Overnight Security				
	Toilets				
	Tents = 10X20 = 24 (Delegates)				



FESTPAC VILLAGE TECHNICAL INFORMATION

	Tents = 10X20 = 34 (Dressing)				
	Tents = 10X20 = 16 (Foods)				
	Tents = 10 X 10 = 2 (Tech)				
	Tents = 10X10 = 1 (Security)				
	Tents = 10 X 10 = 3 (Info)				
	Tents = 10X10 = 20 (Vendors)				
	Tables = 176				
	Chairs = 416				
	Stage				
	Audio				
	Volunteers				
	Torch Lights				
	Lights				
	Parking Permit	Magic Island Parking Lot for volunteers 6/12-6/20 7AM-10PM	C&C		

VILLAGE BREAKDOWN

Delegate :		Tent (10X20)	Tent (10X10)	Tables	Chairs
Tent	24 (10X20)	24			
Tables	4 Each (4X24 = 96)			96	
Chairs	12 Each (12X24 = 288)				288
Festpac					
1 -Security					
Tent	1 (10X10)		1		



FESTPAC VILLAGE TECHNICAL INFORMATION

Table	2 (2X1 =2)			2	
Chairs	4 (4X1 = 4)				4
2 - Tech					
Tent	2 (10X10)		2		
Table	2 (2X2 =4)			4	
Chairs	4 (4X2 =8)				8
3 - Information					
Tent	3 (10X10)		3		
Table	2 (2X3 = 6)			6	
Chairs	4 (4X3 = 12)				12
3 - Dressing		Dressing Tents with Sides			
Tent	4 (10X20)	4			
Table	4 (4X4 = 12)			16	
Chairs	None				0
Food					
Tent	16 (10X20) (2 tents = Booth = 8)	16			
Table	2 (2X16 = 32)			32	
Chairs	8 (8X16 = 64)				64
Vendores					
Tent	20 (10X10)		20		
Table	1 (1X20 = 20)			20	
Chairs	2 (2X20 = 40)				40
		44	26	176	416
		Tent (10X20)	Tent (10X10)	Tables	Chairs



FESTPAC VILLAGE TECHNICAL INFORMATION

STAGE MANAGER

- Work with Head of Delegation to ensure program schedule is maintained.
- Set up and run rehearsal schedules.
- Compile technical notes on: cues, and requirements for lighting and sound.
- Manage the backstage and onstage areas during performances.
- Liaise with the Delegation's Artistic Director, stage personnel and other technical services.
- call artists for rehearsals and performance.

STAGE

- Stage or Performance area clear of debris
- (4) Chairs on each side of the stage
- Two tables (one on each side of stage, as space allows) for instruments, props, etc.

AUDIO (in addition to PA)

- 12-16 Channel sound system
- (2-4) stage/musician monitors
- (2) podium mics
- (4) vocal mics, (4) DIs, (4) monitor set up at SR performance area
- (2) wireless LAV or Handheld mics
- (4) Music Stands, & (4) Chairs
- a recorder providing backup playback, and/or disc player for primary playback;

LIGHTING (for evening performances)

- Stage wash, backlight, & runway wash

DRESSING ROOMS

- At least two clean dressing rooms/areas with ventilation.
- 10 Chairs and 4 Tables
- 2-4 wardrobe racks, and hangers.
- Quick Change Area near Stage

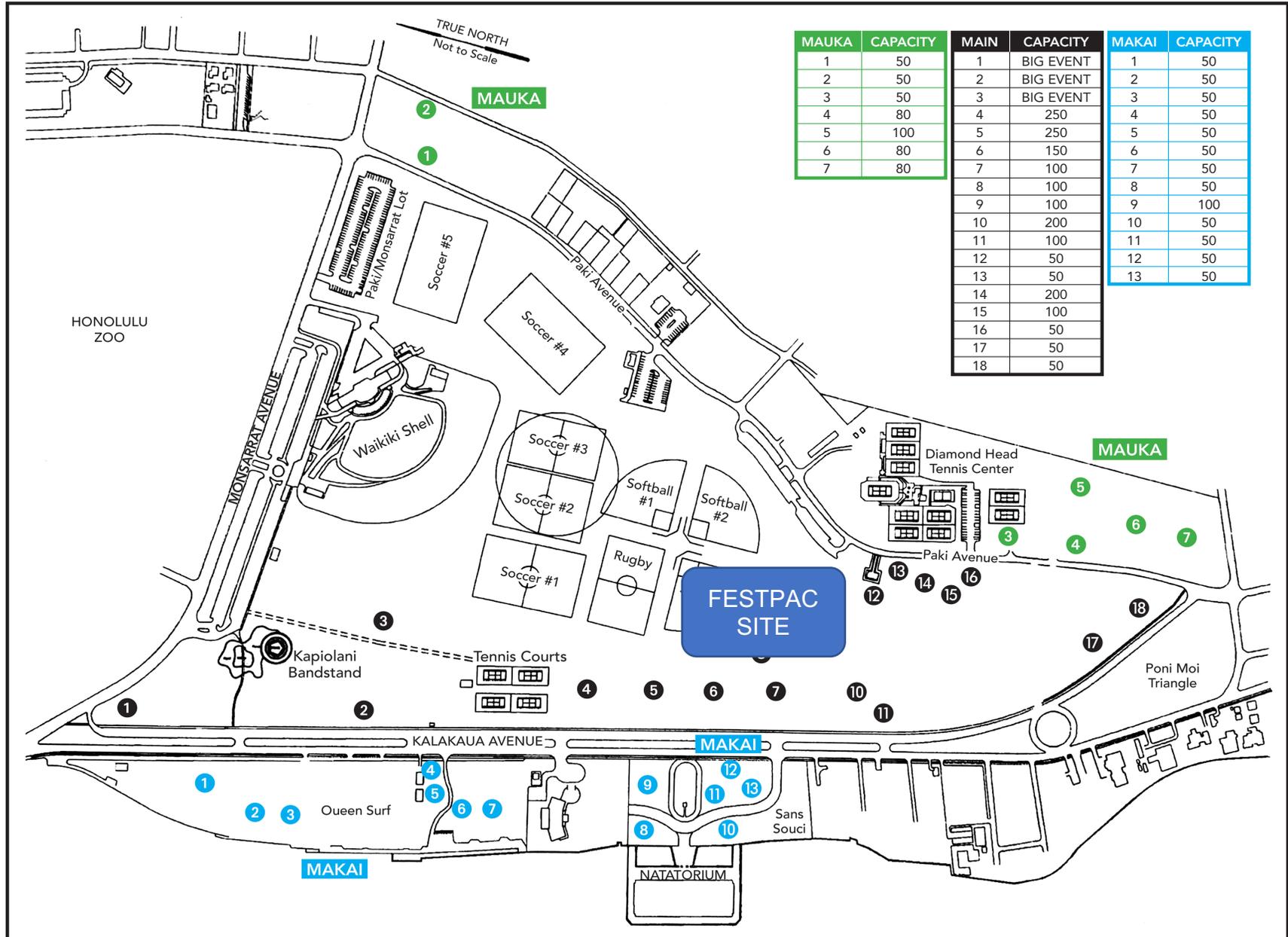
GREEN ROOM/HOSPITALITY AREA

- Provide water and refreshments
- Secure area to store costumes and props
- 1 Meal for delegates and volunteers

TRANSPORTATION

- Arrange time and designated drop off/pick up area

FESTPAC- HAWAI'i 2020
Closing Ceremony, Kapiolani Park,





STATE OF HAWAII

COMPENSATION AND PAYMENT SCHEDULE

A. In consideration for the services to be rendered under this Contract, the STATE agrees to pay to the CONTRACTOR a total amount not to exceed ONE MILLION TWO HUNDRED THIRTY THOUSAND AND NO/100 DOLLARS (\$1,230,000.00), tax inclusive, in accordance with the following provisions.

1. ONE HUNDRED TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$125,000.00) upon full execution of the contract.
2. TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00) upon receipt and STATE approval of the agenda, plan and outline described in paragraph L of Attachment 1, Scope of Services.
3. ONE HUNDRED TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$125,000.00) upon receipt and STATE approval of the detailed timeline and work plan described in paragraph A of Attachment 1, Scope of Services.
4. SIXTY THOUSAND AND NO/100 DOLLARS (\$60,000.00) upon receipt and STATE approval of Progress Report #4, as described in paragraph K.1. of Attachment 1, Scope of Services.
5. CONTRACTOR shall obtain the prior approval of the STATE for all expenditures. CONTRACTOR shall invoice STATE on a reimbursement basis at the end of each month, beginning in May, 2019. Each invoice shall be accompanied by a detailed itemization and description of the goods or services, the cost thereof, and any other supporting documentation requested by the STATE.
6. Beginning on January 16, 2020 and ending on July 31, 2020, CONTRACTOR shall invoice STATE on a reimbursement basis at the end of each month, the amount not to exceed FOUR THOUSAND ONE HUNDRED SIXTY-SEVEN AND NO/100 DOLLARS (\$4,167.00), or the prorated portion thereof and inclusive of all taxes, for the monthly services of Vicky Holt Takamine, Festival Director, FESTPAC.

B. Payments shall be processed by the STATE to the CONTRACTOR upon (1) satisfactory delivery of services, as determined by the STATE in accordance with this Contract; (2) receipt and approval of an invoice; (3) resolution of all discrepancies in performance of services; and (4) completion of all other outstanding matters under this Contract.

C. Progress payments shall not be construed as the STATE's final acceptance of all requirements. CONTRACTOR shall be required to satisfactorily complete all requirements under this Contract for the "not to exceed" amounts specified above.



STATE OF HAWAII

SCOPE OF SERVICES

The CONTRACTOR shall perform and provide, in a satisfactory and proper manner as determined by the STATE, the following services 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.

CONTRACTOR shall perform and provide the following services including, but not limited to:

- A. Manage funding received under this contract and pay vendors and invoices at the direction of the STATE. Maintain 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.
- B. 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.
- C. Negotiate the number of delegates from each country that will be hosted. Serve as the point of contact with the heads of delegation and disseminate on a timely basis information about the Festival, including but not limited to health and immunization requirements, _____ . Request, obtain, and compile in a detailed and orderly format for timely dissemination to the relevant persons, businesses, and governmental agencies information from the delegations, including but not limited to, number of delegates attending, any unaccompanied minors, arrival and departure dates, which specific Festival events their delegates will participate in, transportation needs, and any special needs.
- D. Oversee all plans, design, set-up and programming for the production of a Festival Village, including but not limited to _____ .
- E. Oversee the recruitment, training, and management of volunteers for the Festival Village, including but not limited to _____ .
- F. 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 for the Festival Village, including but not limited to _____ .
- G. 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 for the Festival Village are facilitated within budget, timelines and within proper operational and safety guidelines.
- H. Provide support and advice to the Festival Village venue managers during the Festival including but not limited to _____ .
- I. Work directly with community elders, cultural elders, delegation traditional leaders and cultural focal points to _____ .



STATE OF HAWAII

SCOPE OF SERVICES

J. 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.

K. CONTRACTOR shall submit the following reports for STATE approval:

1. Quarterly Progress Reports:

a) Due ten (10) calendar days following the end of the quarter:

Report #1 - quarter ending March 31, 2018; due April 10, 2018

Report #2 - quarter ending June 30, 2018; due July 10, 2018

Report #3 - quarter ending September 30, 2018; due October 10, 2018

Report #4 - quarter ending December 31, 2018; due January 10, 2019

b) Quarterly reports shall include the following:

i) A detailed description of the progress on the activities outlined in paragraphs A through I above;

ii) A detailed financial statement itemizing expenditures of funds provided by this Contract; and

iii) 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 J above.

2. Monthly Reports shall be submitted ten (10) calendar days following the end of each month beginning in May 2019, using a report form provided by the STATE. Monthly Reports may be submitted digitally or in hard copy format and shall include the following:

a) A detailed description of the actions taken by the CONTRACTOR to perform or complete the services outlined in paragraphs A through I above, and what additional actions will be taken to complete the service and the timeline in which the actions will be taken;

b) A detailed financial statement itemizing expenditures of funds provided by this Contract; and

c) 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 J above.

3. Final Report:

a) Due on or before August 31, 2020.

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 J above.

L. CONTRACTOR shall attend the 28th Meeting of the Council of Pacific Arts and Culture (CPAC28), May 15-17, 2018, in Nadi, Fiji. CONTRACTOR shall be responsible for organizing a business networking event during CPAC28, at which time the CONTRACTOR shall give a report on the progress of planning for the 2020 FESTPAC. CONTRACTOR shall submit for STATE approval an agenda for CPAC28, including a plan for the business networking event, and an outline of the report to be given at CPAC28.



STATE OF HAWAII

SCOPE OF SERVICES

The CONTRACTOR shall perform and provide, in a satisfactory and proper manner as determined by the STATE, the following services 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.

CONTRACTOR shall perform and provide the following services including, but not limited to:

- A. Manage funding received under this contract and pay vendors and invoices at the direction of the STATE. Maintain 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.
- B. 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.
- C. CONTRACTOR shall serve as Head of Delegation for Hawaii. As such, CONTRACTOR shall coordinate and plan for all activities for the Hawaii delegation to participate and represent the STATE in all festival activities.
- D. CONTRACTOR shall also serve as Honorary Chair of the Festival.
- E. Provide support and advice to the FESTPAC Commission as requested by the STATE.
- F. Work directly with community elders, cultural elders, delegation traditional leaders and cultural focal points.
- G. 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.
- H. CONTRACTOR shall submit the following reports for STATE approval:
 1. Quarterly Progress Reports:
 - a) Due ten (10) calendar days following the end of the quarter:
 - Report #1 - quarter ending March 31, 2018; due April 10, 2018
 - Report #2 - quarter ending June 30, 2018; due July 10, 2018
 - Report #3 - quarter ending September 30, 2018; due October 10, 2018
 - Report #4 - quarter ending December 31, 2018; due January 10, 2019
 - b) Quarterly reports shall include the following:
 - i) A detailed description of the progress on the activities outlined in paragraphs A through F above;
 - ii) A detailed financial statement itemizing expenditures of funds provided by this Contract; and
 - iii) 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 G above.
 2. Monthly Reports shall be submitted ten (10) calendar days following the end of each month beginning in May 2019, using a report form provided by the STATE. Monthly Reports may be submitted digitally or in hard copy format and shall include the following:



STATE OF HAWAII

SCOPE OF SERVICES

- a) A detailed description of the progress on the activities outlined in paragraphs A through F above;
- b) A detailed financial statement itemizing expenditures of funds provided by this Contract; and
- c) 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 G above.

3. Final Report:

- a) Due on or before August 31, 2020.
- 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 G above.

I. CONTRACTOR shall attend the 28th Meeting of the Council of Pacific Arts and Culture (CPAC28), May 15-17, 2018, in Nadi, Fiji. CONTRACTOR shall be responsible for organizing a business networking event during CPAC28, at which time the CONTRACTOR shall give a report on the progress of planning for the 2020 FESTPAC. CONTRACTOR shall submit for STATE approval an agenda for CPAC28, including a plan for the business networking event, and an outline of the report to be given at CPAC28.