



**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**

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Statement of
LUIS P. SALAVERIA
Director
Department of Business, Economic Development, and Tourism
before the
HOUSE COMMITTEE ON FINANCE

Wednesday, March 28, 2018
3:00 p.m.
State Capitol, Conference Room 308

in consideration of

SB2693, SD1, HD1
RELATING TO THE FESTIVAL OF PACIFIC ARTS.

Chair Luke, Vice Chair Cullen, and Members of the Committee.

The Department of Business, Economic Development, and Tourism (DBEDT) **strongly supports** SB2693, SD1, HD1, relating to the Festival of Pacific Arts which appropriates funds for the planning of the Festival.

Hawaii will host the 13th Festival of Pacific Arts for the first time ever. This Festival is important as a venue where the indigenous cultures from throughout the Pacific region can be celebrated and perpetuated through the sharing and passing of cultural traditions from one generation to the next.

The Festival is also expected to have a significant economic impact, as approximately 3,000 delegates and up to 100,000 visitors comprised of accompanying family and friends, and Pacific cultural scholars and enthusiasts from around the world are anticipated to attend. This could potentially generate \$185.7 million in direct visitor spending resulting in state tax revenues of \$21.7 million.

Thank you for the opportunity to provide this testimony.



KAMEHAMEHA SCHOOLS®

House Committee on Finance

Time: 3:00 p.m.

Date: Wednesday, March 28, 2018

Where: Conference Room 308

TESTIMONY

By Kau'i Burgess
Kamehameha Schools

To: Chair Luke, Vice Chair Cullen and Members of the Committee

RE: **SB 2693 SD1 HD1** RELATING TO THE FESTIVAL OF PACIFIC ARTS.

Kamehameha Schools is writing in **support** of SB 2693 SD1 HD1, which makes an appropriation to the temporary commission on the 13th Festival of Pacific Arts to plan for the historic event to be held in Honolulu from June 11 to June 27, 2020. The event is expected to attract more than 3,000 delegates from 27 Pacific islands and nations and hundreds of visitors to Hawai'i.

This event, through statewide partnerships and support, will allow Hawai'i's people to highlight the uniqueness of our home, while helping to spur economic development by boosting visitor numbers and spending.

Please support this measure.

Founded in 1887, Kamehameha Schools is an organization striving to advance a thriving Lāhui where all Native Hawaiians are successful, grounded in traditional values, and leading in the local and global communities. We believe that community success is individual success, Hawaiian culture-based education leads to academic success and local leadership drives global leadership.

‘A‘ohe hana nui ke alu ‘ia. No task is too large when we all work together! Mahalo nui.

SB-2693-HD-1

Submitted on: 3/24/2018 11:45:00 AM

Testimony for FIN on 3/28/2018 3:00:00 PM

Submitted By	Organization	Testifier Position	Present at Hearing
Benton Kealii Pang, Ph.D.	Hawaiian Civic Club of Honolulu	Support	No

Comments:

SB-2693-HD-1

Submitted on: 3/27/2018 1:52:08 PM

Testimony for FIN on 3/28/2018 3:00:00 PM

Submitted By	Organization	Testifier Position	Present at Hearing
Melodie Aduja	Oahu County Committee on Legislative Priorities of the Democratic Party of Hawai'i	Support	No

Comments:

To the Honorable Sylvia Luke, Chair; the Honorable Ty J.K. Cullen, Vice-Chair, and Members of the Committee on Finance:

Good morning, my name is Melodie Aduja. I serve as Chair of the Oahu County Committee ("OCC") Legislative Priorities Committee of the Democratic Party of Hawaii. Thank you for the opportunity to provide written testimony on **SB2693 SD1 HD1**, relating to the Festival of Pacific Arts; Temporary Commission; and an Appropriation.

The OCC Legislative Priorities Committee is in favor of **SB2693 SD1 HD1** and supports its passage.

SB2693 SD1 HD1 is in alignment with the Platform of the Democratic Party of Hawai'i ("DPH"), 2016, as it makes an appropriation to the temporary commission on the thirteenth Festival of Pacific Arts to plan for the Festival of Pacific Arts to be held in Honolulu from June 11 to June 27, 2020.

Specifically, the DPH Platform states, "Our community is enriched by the encouragement of visual, musical, dramatic and cinematic arts and diverse cultural activities that communicate both a regional and universal vision. Through multi-cultural and multi-generational participation in the arts, we strengthen our 'ohana, promote tolerance, and add vitality to the economy through cultural tourism. To this end, we support sufficient public funding for the arts, individual artists, arts and cultural organizations, and educational enterprises. Such activities provide a definite public good for all of our citizens and for our community as a whole that is not available through private efforts alone. (Platform of the DPH, P. 8, Lines 398-404 (2016)).

Given that **SB2693 SD1 HD1** makes an appropriation to the temporary commission on the thirteenth Festival of Pacific Arts to plan for the Festival of Pacific Arts to be held in Honolulu from June 11 to June 27, 2020, it is the position of the OCC on Legislative Priorities to support this measure.

Thank you very much for your kind consideration.

Sincerely yours,

/s/ Melodie Aduja

Melodie Aduja, Chair, OCC on Legislative Priorities

Email: legislativepriorities@gmail.com, Text/Tel.: (808) 258-8889



Statement of
George D. Szigeti
Chief Executive Officer
Hawai'i Tourism Authority
on
SB2693 SD1 HD1
Relating to the Festival of Pacific Arts
House Committee on Finance
Wednesday, March 28, 2018
3:00 p.m.
Conference Room 308

LATE

Chair Luke, Vice-Chair Cullen and Committee Members:

The Hawai'i Tourism Authority ("HTA") offers the following **testimony in support of SB2693 SD1 HD1**, which would make an appropriation from the State's general revenues for the temporary Commission (the "Commission") on the Thirteenth Festival of Pacific Arts ("Festival") to plan for the historic Festival to be held in Honolulu from June 11 to June 27, 2020.

The funds would help the Commission to maximize Hawai'i's opportunity to host the Festival and showcase the indigenous cultures of Oceania. Hawai'i is in a unique position to leverage its experience, infrastructure and capacity to organize a gathering that will bring visitors from around the world. More than 2,000 delegates representing 27 nations and thousands of participants, from visitors to local residents, will join in the Festival. It will be the largest gathering of Pacific peoples united in respect and appreciation of each other. In addition, many Hawai'i residents have deep ties to the various cultures represented in the Festival. This unique connection presents an opportunity to strengthen community bonds and deepen our knowledge and understanding.

Mahalo for the opportunity to offer this testimony.



Testimony of

Mufi Hannemann
President & CEO
Hawai'i Lodging & Tourism Association

Committee on Finance
March 28, 2018

SB2693 SD1, HD 1: Relating to the Festival of Pacific Arts

Chair Luke, Vice Chair Cullen, and members of the committee:

Mahalo for the opportunity to testify. On behalf of the nearly 700 members of the Hawai'i Lodging & Tourism Association, the state's largest private-sector visitor industry organization, we **support** Senate Bill 2693 SD1 HD1 which makes an appropriation from the State's general revenues, for the Festival of Pacific Arts, scheduled for 2020 for the first time in Hawai'i.

The forthcoming festival, which would be the 13th since 1972, would bring to the Hawaiian Islands about 3,000 artists and cultural practitioners from across Oceania to exchange ideas and practices on how best to preserve and perpetuate the unique indigenous arts and cultures of this region.

Based on the past success of the Festival of Pacific Arts, we can expect delegates representing at least 27 Pacific Island nations and territories to visit our islands. This would enhance Hawai'i's reputation as a gathering place and meeting destination, showcase the diversity of cultures found everywhere in the Pacific, and continue a tradition that has been vital to the progress being made in preserving the heritage of the people of the region.

The organizers will require funds for housing, transportation, and other expenses, and Senate Bill 2693 will be a significant step forward in that regard. In the meantime, if funding is assured, the visitor industry can also plan to work with the festival organizers to promote the event and perhaps help develop a marketplace for the art and products that would be highlighted during the festival.

The Festival of Pacific Arts, though held only every four years, could become an important date on the state's events calendar, and I urge the Legislature to provide the funding necessary to support this excellent endeavor.

Mahalo for your consideration of Senate Bill 2693 SD1 HD1.



March 28, 2018

Representative Sylvia Luke, Chair
Representative Ty J.K. Cullen, Vice Chair
Members of the Committee on Finance

LATE

RE: Strong Support for SB2693 Relating to the Festival of Pacific Arts

Aloha Chair Luke, Vice Chair Cullen
Members of the Committee,

I am Vicky Holt Takamine. I was appointed in January, 2018 as the Festival Director for the 13th Festival of Pacific Arts & Culture (FESTPAC) that will be held June 11-27, 2020 here in Hawai'i. Briefly:

- The Festival of Pacific Arts & Culture is the largest gathering of Pacific island peoples in the world and was initiated by the South Pacific Community (SPC) to stem the erosion of traditional customary practices in 1972.
- The Festival will bring 3,000 artists and cultural practitioners from 28 Pacific Island nations to celebrate, share, demonstrate their arts and cultural traditions
- The participating island nations include: American Samoa, Australia, Northern Mariana Islands, Cook Islands, Rapa Nui, Federated States of Micronesia, Fiji, French Polynesia, Guam, Hawai'i, Kiribati, Marshall Islands, Nauru, Ne Caledonia, New Zealand, Niue, Norfolk Island, Palau, Papua New Guinea, Pitcairn Islands, RMI, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Walls & Futuna and Taiwan.
- We expect Heads of State and Ministers of Culture from many of these islands will attend.
- We expect more than 100,000 visitors will attend the 2 week festival.
- The economic boost to tourism and our local economy will be substantial
- National and International media will be here covering the event the promotion for Hawai'i will be tremendous.
- The Festival Council meetings will also be held in Hawai'i at the same time for the Heads of State and Ministers of Culture of each nation.
- Some of the Island Nations will be sailing their canoes to Hawai'i, this may be the largest gathering of Polynesian voyaging canoes in history
- Events will be held all around O'ahu. Our partners include: Polynesian Voyaging Society, West O'ahu College, Leeward Community College, Windward Community College, Kualoa Ranch, University of Hawai'i at Mānoa, East West



- Center, Kamehameha Schools, Punahou School, the State Art Museum, Bishop Museum, the Honolulu Art Museum and many other organizations.
- We hope, if we can raise enough funding and support, to schedule visits to the neighbor islands.

We will be partnering with businesses, museums, arts organizations, colleges, schools and nonprofits to plan an event that will celebrate our island home, showcase the best that Hawai'i has to offer, discuss critical issues that face all island nations such as climate change, rising sea levels, intellectual property rights, loss of language and cultural practices. Both residents and visitors to Hawai'i will have an opportunity to experience all of Oceania without having to travel to all 28 island nations.

We are very proud to have been selected to host this prestigious event and we want to make our State proud to be the host as well. But we cannot do this without your support.

The Pacific Community (SPC) oversees FESTPAC planning. SPC is an international development organization owned and governed by the 26 country and territory members. While the United States is a member of the Council, Hawai'i has a unique position as a representative of the indigenous people of Hawai'i and holds a seat on the council. <http://www.spc.int> .

Last year the State Legislature set up a Temporary Festival Commission and appropriated \$500,000 to support the planning of FESTPAC. The Commission has been established and through an RFP process, DBEDT selected PA'I Foundation in January 2018, to serve as the FESTPAC coordinator. PA'I will receive \$450,000 over the next three years for staff and administrative support to plan and coordinate the event.

Funding is necessary for matching funds for local and national support, for publicity, marketing and development, for venue & equipment rentals to host this prestigious event.

SB2693 requests funding to continue the planning and implementation. We cannot wait another year for appropriations to implement FESTPAC, and then another year before the funding is distributed. It will be too late to do the job right.



FESTPAC is similar in scope to the Olympics and will receive worldwide national and international media coverage. We know that the returns will be great for the State, local businesses and our residents.

Attached please find a Draft Budget, Timeline and Strategies submitted with our RFP to the Department of Business and Economic Development and Tourism to assist with coordinating the 13th Festival of Pacific Arts and Culture to be held June 11-27, 2020.

Mahalo for your consideration.

A handwritten signature in black ink that reads 'Vicky Holt Takamine'.

Vicky Holt Takamine
Festival Director
13th Festival of Pacific Arts & Culture – Hawai'i 2020
PO Box 17483
Honolulu, HI 96817
vicky@paifoundation.org
Ph. 808-754-2301

C. Overall Strategy, plan, timeline and budget for accomplishint all fo the serices listed in Section 2.2.2, Scope of Work

PA'I & Takamine have been following the Festival of Pacific Arts Timelines and Strategies that have been outlined in the FESTPAC Host Country Manual. Because we are terribly behind schedule, all of the timelines must be rapidly advanced in order to be ready for by June, 2020.

1) Describe the activities, include who will do the work and timelines for each activity. The following is a timeline of what has already been developed from 2004-2016 by PA'I & Vicky Takamine.

Pre-Selection Process

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
May 24, 2016	Presentation to the 27 th Meeting of the Council of Pacific Arts & Culture, with an update on the Preparations in	Māpuana deSilva, Kalani Ka'ana'ana, Vicky Takamine	Presentation to the Council accepted, all countries look forward to attending in 2020

	Hawai'i		
June 4, 2016	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	

Post Selection Process & Strategy

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,

			<p>Native Hawaiian Chamber of Commerce</p> <p>3. July 31, 2017 Potential Committee members</p> <p>4. October 5, 2017, Office of Hawaiian Affairs Board of Directors</p> <p>5. November 13, 2017, International Austronesian Conference, Taipei, Taiwan</p> <p>6. December 8, 2017, Kanaeokana Komike Ho'okele, Native Hawaiian Charter Schools, developing curriculum, online interactive maps and tools for schools & Youth Ambassador program</p>
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July – December, 2017	Establish Festival Organizing Committees	Vicky Takamine & Ka'iulani Takamori	Establish Festival Organizing Committees, Chairs.
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	Vicky Takamine	Potential sites identified

	Advisor- Culture, Elise Huffer		
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
August – December 2017	Potential Sites Identified	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.	1. Hawai'i Convention Center 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: 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 g. Imin Center 7. Performing Arts Venues other than Festival Village: a. Waikīkī Shell b. Kapi'olani Park

			<p>Bandstand</p> <p>8. Arts Markets & Performing Arts Venues:</p> <ol style="list-style-type: none"> Thomas Square Waimea Valley Park Bishop Museum <p>9. Art Exhibits:</p> <ol style="list-style-type: none"> Bishop Museum Honolulu Museum of Art University of Hawai'i Hamilton Library Arts at Marks East West Center, UH
March, 2017-December 2017	Increase Food Production on Maui & O'ahu	Vicky Takamine, Food Committee	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.
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.

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 – April, 2018	Research and Retain HR Services	Vicky Takamine, Ed Bourgeois	A Professional HR service will be hired to comply with all State & Federal hiring laws and ensure that PA'I is compliant with the best hiring practices.
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.
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2.3 Designing the Festival
February, 2018-December, 2018

Activity		Considerations
Mapping: Venues, Facilities	<ul style="list-style-type: none"> • Venues used for arts & culture • Potential venues already in place • Venues for development • 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 follow up by the Festival Coordinator to finalize agreements.
Mapping: Residential	<ul style="list-style-type: none"> • Delegation accommodation • VIP accommodation • CPAC and FOPAOC accommodation • Media accommodation • 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	<p>Map out infrastructure, and support systems in place for:</p> <ul style="list-style-type: none"> • Accreditation • Catering • Transport • Medical, Health and Safety • Programming and Production • technical needs, equipment, 	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 personnel for accreditation

Mapping: Human Resource	Develop a Human resource map for each section and each proposed venue Identify skills currently available in country from the public and private sector, organisations/ companies/contractors Develop	A detailed Skills mapping will identify what human resource is available nationally. 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
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 Economic feasibility Operational feasibility	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.
Preparation for submission s to various government agencies for support	Evaluation of the Value of the Festival Situational Analysis and Risk Assessment Budget Needs statement and submissions to government agencies	Outline the commitment needed from government and secure guarantees for: Funding Venues and Infrastructure Support services including Immigration, Customs and Quarantine, Police, Army, Navy, Aviation, Road and Transport, Public

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,	Visa waivers or special cultural entry visas for delegations and VIPS Information on Customs and quarantine regulations to be developed and distributed early Training for army, police and other services to be
The Temporary Commission assists with identifying government	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
MARCH 2018 Launch Festival of Pacific Arts Organizing	At this stage the FOPAOC comprises of the Board, including the Festival Director, and the Section Directors. Public launch of FOPAOC	TOR should be developed and the Board will begin to dispatch the appointment letters for the full Organising Committee. Orientation for the entire FOPAOC which
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 Foreign Affairs. Consider also sending a copy to the Cultural Focal Points so that they are
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	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	Follow the link for IPR, TK, Copyright issues for the Solomon Islands Festival of Pacific Arts 2012 http://www.wipo.int/freepublications/en/tk/10
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

Finalize Media, Marketing and Sponsorship Strategy	Launch website Launch preliminary Festival program	At this stage the website should include general information about host country, Festival logo, theme and logistical information. All festival communications must be done well in advance as the
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
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	
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	Consider a venue that is central and visible to create a presence in the host city
Complete Marketing and Sponsorship Strategy	Marketing and Sponsorship Strategy Website and promotions plan Sponsorship campaign Donor applications Merchandise Program	Begin to develop strategies for marketing and financing the festival. The festival logo, its use and the materials developed will begin to take shape.
Develop Finance guidelines	These guidelines should be developed in consultation with the Ministry of Finance or other equivalent national financial agency to ensure their disbursement and	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
SPC Technical Visit	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	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

Continue developing the Host Country Manual	At this stage the Festival Manual is developing and should include: Section guidelines: Artistic, Logistics and Support services. Administration.	Host Country Manual and Guidelines
Head of Delegation Dossier	First draft of Head of Delegation Dossier to be submitted to Cultural Focal Points at Council of Pacific Arts and Culture Meeting	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.
Festival Communications and PR in place	Regular Festival bulletins for Cultural Focal points and delegations Public bulletins should be posted on the Festival Website, sent out on	See Appendix 4 for Communications See Appendix 14 for Media, Marketing and Sponsorship Guidelines
January, 2019 Delegation participation	Information regarding delegations and their participation begins to come into the Festival Secretariat	Timelines set for receipt of: Country Participation Form Delegation Registration and Accreditation forms Artist and Delegate event registration Contractual
March, 2019 Detailed program	At least 12 months ahead of the festival a detailed program should be released to all delegations which include: Arts and cultural activities	The final program with a detailed schedule, venues, etc. will be released closer to the festival once all the information regarding participation from
March, 2019 Festival Venue Management and Operations Manual	At least 1 year ahead of the Festival the Festival Venue Management and Operations Manual is complete.	The planning process should be complete and the Festival goes into operational mode. Venue Managers are in place as well as key personnel and volunteers
January, 2020 Main Operations Centre	Establish Main Operations Centre	The Organising Committee is now assigned to different venues or sections.
Operational guidelines completed for each committee and task force	Transport System policy and procedures in place Catering System and policy and procedures in place Support services established and policy and procedures in	HOD dossier should be updated to also have detailed information about these components.
January, 2020 Ceremony and Protocol in place	Finalize Ceremonies Develop Protocol guidelines	Liaise with Cultural Focal Points about protocols to be followed for their countries so that these can also be added into the Protocol guidelines to aid FOPAOC

June, 2018 Marketing and Sponsorship	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
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2.3.6 Festival Operations

Activity	Details	Considerations
2 nd Technical Visit	The 2 nd visit usually includes a Media/Broadcast advisor as well as the Cultural Advisor and the focus of this visit is to assess Venues, Infrastructure,	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
Final Program	Final program to all member countries with details of delegations schedules and allocations should be in	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
Financial disbursements	Allocation of operational budgets to Festival Committees and	
Support services in place	Transport Accommodation Catering	See Appendix 22
Accreditation processing begins		See Appendix 22 for Accreditation

Move into Operational phase	Final personnel training Venue checks Program printed Website updated Sponsors branding in place Merchandise in outlets Vendors selected and visibly promoting the Festival Communities engaged and lead up activities begin Final delegation communications and logistics Program printed Website updated Sponsors branding in place Merchandise in outlets Vendors selected and visibly promoting the	Consider running a test event at each of the venues, such as the host country delegation launch
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Festival Time: Venue based management

Because we expect to rely heavily on volunteers, we expect to utilize a Venue Based Management Structure for managing each of the venues. Because we are very closely tied to the hula community, and the 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.

- 2) The Vicky Holt Takamine, if selected as the Festival Coordinator will oversee all project activities.
- 3) No formal partnerships have been identified. However, All institutions mentioned in this proposal have expressed support for FESTPAC and committed volunteers to assist with the planning and implementation. Formal partnership agreements will be finalized upon mutual agreement.
- 4) Budget:
 - d. Pricing: \$450,000.00
 - e. There are no exceptions to this proposal.

FESTPAC-Hawai'i 2020 Budget DRAFT

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>3-Yr Total</u>
<u>Planning and Design</u>				
Salaries				
Festival Coordinator	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Finance Director	\$ 25,000	\$ 40,000	\$ 40,000	\$ 105,000
Director of Administration and Development	\$ 10,000	\$ 25,000	\$ 50,000	\$ 85,000
Grant Writer	\$ 15,000	\$ 25,000	\$ 10,000	\$ 50,000
Administrative Assistant	\$ 10,000	\$ 20,000	\$ 20,000	\$ 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

Artistic

Ceremonies and Protocol

Opening Ceremony			\$ 150,000	\$ 150,000
Arrival of the Wa'a Ceremony			\$ 150,000	\$ 150,000
Closing Ceremony / Flag Handover Ceremony			\$ 150,000	\$ 150,000
Heads of State Welcome			\$ 75,000	\$ 75,000
VIP Gifts and Protocols			\$ 30,000	\$ 30,000

Programming and Production

Artistic Planning meetings	\$ 5,000	\$ 5,000		\$ 10,000
Artistic personnel	\$ 50,000	\$ 100,000	\$ 100,000	\$ 250,000
Artistic contractors		\$ 50,000	\$ 200,000	\$ 250,000
Community engagement	\$ 50,000	\$ 100,000	\$ 100,000	\$ 250,000
Education programs	\$ 50,000	\$ 100,000	\$ 100,000	\$ 250,000
Total Artistic	\$ 155,000	\$ 355,000	\$ 1,055,000	\$ 1,565,000

Administration

Salaries - Section Directors and staff	\$ 300,000	\$ 400,000	\$ 400,000	\$ 1,100,000
Office rental	\$ 250,000	\$ 250,000	\$ 187,500	\$ 687,500
Furniture, telephone, utilities	\$ 30,000	\$ 30,000	\$ 22,500	\$ 82,500
Office equipment, computers, software, copiers, printers	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Language services		\$ 70,000	\$ 140,000	\$ 210,000
Events and meetings	\$ 12,000	\$ 24,000	\$ 48,000	\$ 84,000
Travel - Festival observation	n/a	n/a	n/a	

Communications

FESTPAC-Hawai'i 2020 Budget DRAFT

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>3-Yr Total</u>
IT and Telecommunications: Infrastructure, Landline, Wireless, Radio Frequency, Public address systems, TV and cable, Internet	\$ 10,000	\$ 50,000	\$ 200,000	\$ 260,000
Legal				
Legal services	\$ 10,000	\$ 25,000	\$ 50,000	\$ 85,000
Licensing royalties			\$ 50,000	\$ 50,000
Insurance	\$ 10,000	\$ 25,000	\$ 100,000	\$ 135,000
Operational/workplace safety	\$ 50,000	\$ 50,000	\$ 100,000	\$ 200,000
Human Resources				
HR staff	\$ 50,000	\$ 60,000	\$ 100,000	\$ 210,000
Permanent staff	\$ -	\$ 400,000	\$ 400,000	\$ 800,000
Temporary staff	\$ -	\$ 400,000	\$ 400,000	\$ 800,000
Volunteers/volunteer coordinator	\$ 50,000	\$ 50,000	\$ 75,000	\$ 175,000
Consultants	\$ 50,000	\$ 100,000	\$ 50,000	\$ 200,000
Contractors	\$ -	\$ 50,000	\$ 200,000	\$ 250,000
Uniforms	\$ -	\$ 25,000	\$ 25,000	\$ 50,000
Total Administration	\$ 872,000	\$ 2,059,000	\$ 2,598,000	\$ 5,529,000
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
Decorating - venues	\$ -	\$ -	\$ 50,000	\$ 50,000
Marketing	\$ 35,000	\$ 100,000	\$ 200,000	\$ 335,000
Sponsorship	\$ 5,000	\$ 5,000	\$ 10,000	\$ 20,000
Merchandise	\$ 10,000	\$ 10,000	\$ 200,000	\$ 220,000
Ticketing	\$ -	\$ 50,000	\$ 150,000	\$ 200,000
Community relations staff	\$ 50,000	\$ 75,000	\$ 100,000	\$ 225,000
Media relations staff	\$ 50,000	\$ 50,000	\$ 100,000	\$ 200,000
Corporate and Gov't relations staff	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Website development	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Broadcasting	\$ -	\$ 100,000	\$ 250,000	\$ 350,000
Advertising/Media	\$ 100,000	\$ 250,000	\$ 500,000	\$ 850,000
Documentation	\$ 6,000	\$ 12,000	\$ 120,000	\$ 138,000
Total Media/Marketing/Sponsorship	\$ 416,000	\$ 827,000	\$ 1,880,000	\$ 3,123,000

Venues and Facilities

FESTPAC-Hawai'i 2020 Budget DRAFT

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>3-Yr Total</u>
Venue Build-Up				
Exhibition / performance venues	\$ 1,000,000	\$ 3,000,000	\$ 1,000,000	\$ 5,000,000
Media / Work force offices	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
Temporary facilities	\$ 10,000	\$ 25,000	\$ 50,000	\$ 85,000
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
Production personnel	\$ -	\$ -	\$ 250,000	\$ 250,000
Production contractors	\$ -	\$ -	\$ 250,000	\$ 250,000
Total Venues and Facilities	\$ 1,010,000	\$ 3,075,000	\$ 2,740,000	\$ 6,825,000
<u>Support Services</u>				
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	\$ -	\$ -	\$ 28,000	\$ 28,000
Media	\$ -	\$ -	\$ 14,000	\$ 14,000
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				

FESTPAC-Hawai'i 2020 Budget DRAFT

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>3-Yr Total</u>
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
 <u>Residential</u>				
Accommodations - delegation	\$ -	\$ -	\$ 2,016,000	\$ 2,016,000
Accommodatons - VIP	\$ -	\$ -	\$ 900,000	\$ 900,000
Total Residential	\$ -	\$ -	\$ 2,916,000	\$ 2,916,000
 TOTALS	 \$ 2,633,000	 \$ 6,591,000	 \$ 15,152,000	 \$ 24,376,000