

Heritage and Community

Language Celebration Guidelines



The Office of Ethnic Communities is part
of the Department of Internal Affairs

New Zealand Government



*Ko te reo te tuakiri
Ko te reo tōku ahurei
Ko te reo te ora.*

*Language is my identity
Language is my uniqueness
Language is life.*

Foreword



New Zealand is home to more than 160 languages, a reflection of our diversity. One of my priorities as Minister for Ethnic Communities is to support different languages, cultures and identities in New Zealand.

Heritage and community languages are the languages spoken by minority groups in New Zealand. Often, the term community language is also used to describe an individual's heritage language – languages that represent the speaker's ancestral ties.

In my role, I have had the honour of attending many heritage and community language celebrations. These events are an opportunity for groups to celebrate their languages, and in doing so promote their cultures within their community and to their wider community.

All languages should be celebrated and thrive together in New Zealand. Our linguistic diversity is a national taonga that makes our community culturally rich.

Te Reo Māori is New Zealand's heritage language and has great status. New Zealand Sign Language is New Zealand's other official language. Further, I recognise the special place that Pacific languages have in New Zealand. I would also like to acknowledge the important role New Zealand English plays in capturing our 'melting pot' of language and culture. As New Zealanders I believe we have the opportunity to celebrate the important role that all cultures and languages have in creating and sustaining our prosperous nation.

Languages have an important role in developing and shaping our identity. They reflect the values, customs, habits and skills of our diverse communities.

Appreciating and celebrating each other's languages and cultures creates social unity.

I am committed to ensuring that language celebrations are community-driven and tailored to each community.

I would like to introduce the Heritage and Community Language Celebration Guidelines, which provide support to communities that wish to establish language celebrations.

These guidelines take you through the key elements involved in establishing a language celebration. The guidelines allow you to develop your own aspirations and ideas, so that your language is shaped by the needs of your community.

The 2013 Samoan Language Week vision was:

Fafaga fanau i upu ma tala. Tautala i lau gagana. Feed the children with words and stories. Speak your language.

I hope that this vision is something we can all live by.

Hon Peseta Sam Lotu-liga
Minister for Ethnic Communities

Heritage and Community

Language Celebration Guidelines

These guidelines focus on key questions that may arise in the planning of a language celebration. They give practical guidance and inspiration for your community as you plan your celebration. The guidelines are relevant for both small-scale and larger language celebrations.

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Where do we start?

Starting to plan language celebrations is exciting. Remember that the purpose of a language celebration is to publicly recognise your language, culture and community. A useful place to start the process is determining your community's goals.

Here's what you may want to consider:

- Your community's current needs, such as:
 - Your community's proficiency and knowledge of your language
 - Current initiatives such as community language classes or cultural events
 - Where your community is located in New Zealand.
- The future goals of your community:
 - Where your community wants your language to be in 5, 10 and 50 years.

As a community project, the goals for your language celebration should be supported by your wider community. Try to involve as many people as possible. This helps to build support for the celebration.

Setting objectives

Thinking about your community's skills and use of your language in 50 years can help you build objectives for your community today.

- What will it take to get your community to that place in 50 years?
 - Can you link your project to existing language initiatives such as playgroups, language lessons and cultural groups?
- How can your language celebration help get your community there?
 - Is the celebration building language skills, encouraging language use or inspiring community members to learn your language?
 - Is it building the profile of your language in the community?
- How realistic are your objectives?
 - What community support will be required to reach these objectives? Is this level of support feasible?
 - What resources are you likely to have access to? Are these likely to be able to support your goal?
- How would establishing a separate group/organisation meet these objectives?
 - See CommunityNet Aotearoa for information about forming groups and establishing a legal status: www.community.net.nz
- How have other communities established language celebrations?

Tip

Long term success may mean starting small. Preserving and promoting your language is a long-term project and so it is important to be realistic about what is achievable and likely to be successful in your community.



Case Study: Hindi language celebrations

The number of people in New Zealand who can speak Hindi nearly tripled between 2001 and 2013. Hindi is now the fourth most spoken language in New Zealand.

Satya Dutt founded the Hindi Language and Culture Trust of New Zealand (the Trust) in 2003. The Trust began celebrating Hindi by organising day long workshops and a cultural celebration evening to support the teaching and learning of Hindi.

“The Hindi language is an important aspect of our cultural identity and has contributed immensely to our sense of belonging in New Zealand” he explains.

Development of Hindi Language Celebrations

The celebration of Hindi in New Zealand began as Hindi Language Day. The day was an opportunity to promote the use of Hindi in families and communities, as well as share the Hindi language and Indian culture with wider New Zealand. Mr Dutt says community saw a language celebration as an effective way of raising the profile of Hindi in New Zealand.

Following a successful Hindi Language Day in 2011, the community realised that there was enthusiasm to extend this to a week-long event. The first Hindi Language Week was held in 2012. The path to establishing a language week was long and took a lot of work and collaboration. Mr Dutt says it took more than a decade to get the Hindi Language Week to its current state. Mr Dutt reminds others working with their heritage or community language “to take one step at a time” when it comes to organising a language celebration.

Dates for Hindi Language Week are fixed and held to coincide with the World Hindi Day celebration on 14 September each year.

Collaboration and the wider community

The trust works with other organisations such as Teach Hindi NZ, to organise free public events and resources as part of Hindi Language Week. The week consists of cultural and school-related events, language workshops and speech competitions. Online video and audio resources featuring local celebrities are promoted to ensure the language week has a wide reach across New Zealand, as well as creating resources that can be used in future.

To promote the use and status of Hindi in wider New Zealand, the community works hard to ensure that events are inclusive. “Our programme for the Hindi Language Week provides an opportunity for non-native Hindi speakers to also partake in the event,” Mr Dutt says. For example, Hindi Language Week resources are also published in other languages such as Te Reo Māori and Samoan and will be made available in Tongan this year. This is particularly important to the Indian

community as it “allows us to recognise the special status of Te Reo Māori in New Zealand and provides us with the opportunity to connect Hindi speakers with speakers of Pacific and other community languages” explains Mr Dutt.

A community effort

The process of establishing this celebration required hard work and dedication. Mr Dutt says that although the community has spent a substantial amount of time and effort on the development of the Hindi Language Week, much of the success can be attributed to extensive engagement efforts with the community, stakeholders, media and educational institutions. Involving the community helped extend this network and allowed the group to mobilise people and develop “partnerships with key organisations and community leaders.” For example, Papatoetoe High School has provided significant support and provided a hub for the trust to work from.

Take home advice

- Good things take time – planning your language celebration may take longer than expected but don’t give up!
- Collaborate and coordinate – link up with passionate language advocates in your community. Perseverance is the keyword.
- Make it fun.



Who to involve?

People are at the heart of ensuring that a language survives and thrives and this is particularly the case when organising a language celebration.

Gather a team

Teamwork is essential for a successful language celebration. You will need people to plan, publicise, set up and run events. The number of people in your team will depend on the enthusiasm of your community and the scale of your event.

Depending on what events you want to include, you may want to include some of the following roles:

- Fundraiser
- Event manager
- Promoter
- Accountant
- Chairperson.

Draw on experience and expertise from your community. People may have run a community event in the past or may have relevant skills from their job.

A language celebration is a great opportunity for people to have a go and learn new skills. Where you can, find a space for those with enthusiasm and a passion for your language.

Partnering with other organisations

Working with a partner organisation can be a good way to promote a larger language celebration. You may want to contact organisations your team thinks will make a good partner and are likely to be interested in working with you.

Some organisations you might consider approaching include:

- Schools
- Libraries
- Universities
- Museums/galleries
- Local businesses
- Local government/councils.

Avoiding duplication

You may find that there is more than one group wanting to organise a celebration for your language. Working together is a great way to pool skills, resources and enthusiasm. The Office of Ethnic Communities directory can help you find other groups that may be interested in running an event for your language: <https://ethniccommunities.govt.nz/community-directory>

What to include?

Any activity can be an opportunity to promote and teach others your language – just ensure your language is featured. Deciding what to do depends on the interests, location and age of your community.

Here are some ideas:

- Run a poster competition. This is a great way to involve young people in your language celebration. The posters can also be used to publicise your event.
- Promote basic phrases and words, such as days of the week or greetings, on social media, as well as on posters and other information that publicise your language celebration.
- Ask your local library to run story time sessions in your language.
- Organise cultural nights involving traditional songs and other activities in your language.
- Run an essay or poetry competition. If you run it nationally, you'll be helping to link language speakers across New Zealand.
- Organise a movie night and show movies in your language.
- Run a food festival. Everyone one loves to eat! Use your language on menus and encourage people to order in your language.
- International Languages Week is celebrated in New Zealand schools in mid-August and is a great chance to promote your language in local schools. Call schools in your area and offer to be part of the celebrations.

- Contact your local newspaper and radio station and encourage them to use your language. Phrases such as hello, how are you, and days of the week are something everyone can try.
- Promote internet language buddies by linking people with similar language skills to practise their language skills on Skype or email. If your community is spread across New Zealand, use your team's connections to connect people from different areas. You can also connect with people across the world through facilitation sites such as The Mixer: <http://www.language-exchanges.org/>
- Run speech competitions or debates. You could include your local schools.
- Organise play groups for young children and their parents. Encourage parents to speak your language with their children. Where parents' language skills need support, invite older community members with stronger language skills to take part in the play groups.
- Hold sporting events where the players, coaches and supporters use your language.
- Contact your MP and local council and encourage them to try using a few phrases during your language celebration.

Does your language celebration need a theme?

For larger celebrations, a theme can create a focal point to connect various events to a common idea. Focusing on a particular theme can promote awareness of vocabulary for this subject. For example, a theme of 'Modern Technology' provides a focus on increasing basic vocabulary and skills related to objects and activities such as computers, phones and tablets.

Alternatively, a general theme can emphasise a particular way to support your language and inspire your community. For example, a theme of 'Language in the Home' can encourage parents to use your language with their children.

When is the right time?

Selecting the right time to celebrate your language is particularly important for larger language celebrations.

Here are some tips to keep in mind:

Give yourself enough time

Planning a language celebration is a big task and may take longer than expected. Choose a date that gives your team enough time to find funding and organise events. For a larger celebration this process can take up to a year so make sure you give yourself enough time.

Try not to duplicate dates

We are fortunate to have many languages to celebrate every year in New Zealand. To gain maximum exposure for your event, it may be best to ensure your language celebration is not planned for the same time as another language celebration.

See language celebration websites and the Human Rights Commission website for current dates: <https://www.hrc.co.nz/your-rights/race-relations-and-diversity/language/our-work>

If you are organising a language celebration and would like to promote this on the Human Rights Commission website, contact the Human Rights Commission's InfoLine on 0800 496 877, or email: infoline@hrc.co.nz

Link in with international celebrations

Language celebrations occur all around the world. You may wish yours to coincide with international celebrations for your language. Linking with international celebrations can be an excellent way to promote your language. Go ahead and see who else is out there.

Tip

To avoid duplication within your own language, research whether other groups are planning language celebrations. Refer to the Office of Ethnic Communities' community directory to find potential contacts: <https://ethniccommunities.govt.nz/community-directory>

Case study: Vagahau Niue Language Week

The New Zealand Niue community has taken swift and strong action in response to concerns about the declining speakers of Vagahau Niue (Niuean language). The Vagahau Niue Trust has been heavily involved in preserving the Niue language and culture.

“Our language is very important to us and we want to ensure that it is protected, retained, maintained, sustained and developed across future generations,” says trust patron Her Excellency O’Love Jacobsen, High Commissioner to New Zealand.



The Vagahau Niue Trust's (the trust) success is based on the vision of previous leaders, including late Rangi Viliko, the late Aiao Kaulima, and Tutagaloa Tutose Tuhipa, Malua GR Siakimotu, Limaono Kingi, Moka Sipeli and Tufuga Lagatule. These leaders noted the decline in use of Vagahau Niue in the 1970s and mobilised efforts to protect their language.

Vagahau Niue Language Week

Vagahau Niue Language Week is one of seven annual Pacific language week celebrations in New Zealand. It serves as a national platform for raising awareness about the status, usage, and cultural significance of Vagahau Niue. The week aims to promote the use of Vagahau Niue in everyday settings and increase its use in families, communities and wider society.

Vagahau Niue Language Week is held every October to coincide with Niue Independence Day. Each year, the week is given a particular theme and events and activities are organised to reflect the theme. The theme of the first Niue Language Week was Fakafiafiaaga ma e Vagahau Niue (the celebration of Vagahau Niue).

The Vagahau Niue Language Week celebration includes activities such as community gatherings, cultural celebrations, religious blessings, raising the Niue flag, flax weaving, dancing, singing, speeches, sports and storytelling. The trust produces written, audio and visual resources in Vagahau Niue for schools, institutions and the wider public. These are available in English and other languages.

In 2015, a Victoria University of Wellington student filmed various Members of Parliament speaking Vagahau Niue to help celebrate Vagahau Niue Language Week. "This was an innovative approach to celebrating the week and it was a great way of encouraging others to speak Vagahau Niue," says Mele Nemaia, chairperson of the trust. The trust works hard to ensure children have access to resources to learn their language. Mrs Nemaia notes that the Niuean children learning Vagahau Niue are also succeeding in mainstream learning. "These results are critical not only to our children who are succeeding but to Vagahau Niue and its status."

Mobilising young people

Mobilising young people as part of the efforts to maintain Vagahau Niue has been a priority for the trust. Pefi Kingi, deputy chairperson/special projects manager for the trust emphasises the importance of harnessing the energy, enthusiasm and passion young people have for their language, culture and identity. The trust's establishment of youth representatives "ensures the needs of young people are included and encourages their ownership in the Niue Language and the week's festivities," says Ms Kingi. The trust also assisted with the formation of the Niue Youth Network, which has been an important catalyst to inspire young people to own the maintenance of their language and culture.

Effective partnerships

The trust has taken a strategic approach to collaborating and partnering with other organisations. They have established strong relationships with community organisations, schools and government agencies. “It would have been impossible to do our work without collaborations and partnerships,” says Chris Lagaluga, treasurer of the trust. These partnerships include a mandate from the Niuean government to act as a steward for the language in New Zealand

To ensure Niueans across New Zealand have access to their language, the trust is comprised of local groups across Auckland, Waikato, Wellington and Christchurch. The trust has also assisted Niueans in Australia and Hawaii to form groups.

Take home advice

- Ensure that your celebration includes young people, they are the future of the language.
- Develop useful strategies and partnership opportunities – this is the key to success!

How to find support?

You may need funding support to run your language celebration, especially for larger events. There are a range of resources to support your community to apply for funding, or to fundraise itself.

1 Set a budget

Work out how much money you need to run your language celebration. Consider running expenses such as:

- Venue costs, including cleaning and equipment
- Printing, such as posters and flyers
- Transport
- Council permits
- Catering.

It pays to put the word out. Talk to community members to see what resources such as venues, sound equipment and photocopying facilities they are able to contribute.

Are there business owners in your community who can provide support? For example, plates for a food festival, lighting or sound, or prizes.

Do you know people at your local school or place of worship who can provide a venue for your events?

Note: If you find that you do not require substantial funding, you may be able to cover costs through fundraising. The CommunityNet Aotearoa website can help you with fundraising ideas: www.community.net.nz

2 Identify potential funders

There are a wide range of grants that support community initiatives including government and philanthropic grants. Funding is generally provided on an annual basis and must be applied for annually.

Keep in mind that often grants do not fully fund projects. You may need to apply for funding from multiple grants, or carry out fundraising.

These organisations can help you find the right fund for your project:

- **Generosity New Zealand:** Generosity New Zealand hosts the GiveUs database, for community group funding. The database is subscription based, and can be viewed at some Citizens Advice Bureaus and public libraries.
- **Community Matters (The Department of Internal Affairs):** Community Matters has a range of resources and grant programmes that may be suitable for your celebration: <http://www.communitymatters.govt.nz/Funding-and-grants>

Do your research and contact the funder, if possible, before starting your funding application to ensure what you are looking for is likely to meet the funder's criteria.

Tip

Create and maintain a calendar of grant application deadlines, so that you know when they are approaching.

3 Provide everything needed for an application

If you are applying for funding, you'll usually need:

- a bank account with two signatories
- a regularly maintained and current cashbook or electronic equivalent
- a spreadsheet, journal or other system that tracks different funding sources
- a person responsible for keeping the financial records of the organisation
- evidence of regular financial reporting to every full meeting of your governing body.

4 Write your application

Remember that funding must be applied for before you run your celebration. The earlier the better.

If you can, try to submit your application a few weeks before the due date. This gives you the opportunity to discuss any application issues with the funder.

Generally, funding is allocated for a particular purpose. Understanding what this purpose is will help you target your application appropriately.

Make sure you complete all the relevant sections of the application and provide everything the funder asks for. Here are some tips from CommunityNet Aotearoa:

- Legal status – are you an incorporated society or charitable trust? Do you have an umbrella organisation willing to receive money on your behalf? Are you registered for GST?
- Summary of what your projects aim to achieve. Enclose any needs analysis, evidence or statistics.
- Outline of the project itself.

Tip

Double and triple check the information you have provide in your application and ask someone else to check it before you submit it. It's easy to overlook small details that are important to the funder.

- Responsibility – who will manage this event and what support do they need.
- Evaluation – explain how you intend to measure how successful the celebration will be.
- Budget – list all items of anticipated income and expenditure, including administration costs. Note any other sources of funding that you have approached for this event and when you expect a response. State how much the organisation is providing.
- Where available, attach professional quotes.
- Ask for a specific amount of money that is realistic for the event budget and of the size of the grant usually made by the funding body. In many cases, your request will be less than the total expenses identified in the budget.
- List address and phone numbers of two people who can provide the funder with any further information or clarification.
- List two or more referees from outside your own organisation who understand the event and support it.

5 Review your application

Whether you received funding or not, it's always good practice to look at what went well and what could have gone better. You can also ask the funder what you could do differently next time.

Remember, relying on grants alone for your continued celebrations may put your events at risk for the future, so keep your funding options open.

More information

More information about grant applications and other fundraising ideas can be found at:

- CommunityNet Aotearoa: www.community.net.nz
- Community Matters: [www.communitymatters.govt.nz/
Funding-and-grants](http://www.communitymatters.govt.nz/Funding-and-grants)



Who's listening?

Letting people know about your language celebration is important and helps ensure a lot of people take part.

1 Have a plan

Some organisations have a dedicated communications person but if you don't then make sure you have a written communications plan that lists:

- Who you want to know about your language celebration event i.e. your local community, council, school, newspaper, local MP
- How you will communicate with them i.e. in person, in your community newsletter, through social media
- What do they need to know i.e. time, place, do they need to register, parking

2 Stocktake

What resources do you already have or can use? Do you have social media channels or a newsletter set up for your community group? Mention your upcoming language celebration in these. Remember it's great to talk about it more than once.

What sports teams and social groups are there in your community? Make sure you talk to them about the language celebration and ask them to tell their friends.

Do you have leaders in your community who work in marketing or the media? They may be able to provide advice on how to promote your language celebration i.e. local library, council, media, businesses, radio.

3 Timing is everything

Make sure you know the deadlines for any free event listings, online or in media, community libraries or radio stations you want to use.

Ensure that you give journalists and editors plenty of advance notice if you want event coverage in your local newspapers or radio stations.

If you want Members of Parliament or other VIPs to attend make sure you contact them early and provide details of the celebration and their role. MPs and VIPs should have a specific role, such as opening the event.

4 Get your message out there

Use as many different ways of telling people about your celebration as you can, and tell people often.

Delegate according to your team's strengths. Some people in your community will be good at writing so ask them to write articles about the celebration for your newsletter and the local newspaper. Others are good public speakers so ask them to talk to groups of people, like social groups, sports teams and at church, about what you're doing.

Worried about social media? This is a great opportunity for tech-savvy younger community members to get involved.

Case Study: Paniyiri – Greek food and culture celebration

The Greek Community in Wellington

According to the 2013 Census, there are 2,478 people of Greek ethnicity in New Zealand. Based in Wellington, The Greek Orthodox Community School is committed to promoting and maintaining Greek culture and language. The school provides an enriching language learning experience for their students and aims to share this with the wider community.

The Greek Orthodox Community School of Wellington

The school ensures that Greek culture and language is an everyday part of students' school experience. For example, students watch documentaries and celebrate and commemorate Greek national days and historical events. The Greek government provides a qualified teacher from Greece, who teaches alongside local Greek people at the school.



Paniyiri, celebrating all things Greek

The school has direct links with the Greek community's main event: The Greek Orthodox Community's Food Festival Paniyiri. Paniyiri is a celebration of Greek language and culture. It offers visitors a taste of Greece with traditional food, language and cultural entertainment. Younger members of the Greek community wear traditional costumes and perform dances from different areas of Greece. After their performance, everyone is invited to join in.

Paniyiri encapsulates the traditions of the 13 distinct associations within the Greek Orthodox Community of Wellington. In this way, Paniyiri provides people of Greek descent with an opportunity to reconnect to their Greek heritage.

Attendees are encouraged to give the Greek language a go and converse with other speakers of all ages. This is a great chance for older community members to share their language skills and stories with the younger generation. Eirini Antonogiannaki, a teacher at the Greek School, says this inspiration becomes the driving force for young people in the community to learn the Greek language.

Small beginnings

Paniyiri started as a small event in 1977 and has been taking place every February ever since. Members of the Greek community decided that sharing the food of Greece was the best way to share their traditions and culture with the wider public.

Nowadays, Paniyiri welcomes approximately 5000 people every year.

A community effort

Organising a festival of this size and quality is a big task. As Neove Christoforou, vice president of the Greek Orthodox community in Wellington, explains, "the Greek Food Festival would not be possible if it wasn't for the passionate dedication of volunteers from the community."

"The value of 'philotimo', or giving without expecting, is embedded in the Greek culture," Ms Antonogiannaki says.

Philotimo is certainly in action when the volunteers begin preparations for the festival several months before it is held. These preparations intensify closer to the festival day. Ms Christoforou suggests that more time intensive tasks, like advertising, putting together an executive team and budgeting should be started first.

For Paniyiri, community involvement is cross-generational. Older members of the community share their expertise in the preparation of food and pass on their knowledge to the younger generation. This means everyone feels their connection within the Greek community. Chrisanthi Kamberogianni, cultural advisor to the Greek Orthodox community, was one of the youngest founders of the Greek Food Festival and still plays a driving role.

Ms Christoforou suggests communities who are organising their own festivals ask for advice from those who have organised similar celebrations in the past. The Greek Orthodox community of Wellington is happy to provide advice – feel free to get in touch with them through their website: www.greek.org.nz

Take home advice

- Find out what connects you as a group and what makes you special. Research ways to promote this individuality.
- Plan all details carefully. There are more actions in the background than what is on display in a festival. Search for things that could go wrong and have a back-up plan.
- Ensure the celebration is as inclusive as possible.



What's next?

What you do after your language celebration is just as important as the planning and running of the event itself. This is a chance to congratulate everyone who helped make the celebration happen, to evaluate what went well, and to decide what you'll do in the future.

First, congratulate the team, supporters and the whole community. It's important to acknowledge the effort made by those who contributed to the celebration with funding, time and effort.

Next, assess the successes of your language celebration and what you could improve on next time. This is a good time to look back at your community's goal and consider whether your language celebration met your community's objectives. Other evaluation techniques that could be used are:

- Surveying the community to see if the language celebration encouraged them to learn, use or promote the language
- Discussing what went well and what could be improved with the organising team
- Checking whether you met your budget.

Evaluation is often a requirement when funding is granted, so check what feedback your funders require.

Finally, look ahead to what's next for your community. Consider the successes and recommendations that the evaluation has revealed and make sure they are taken into consideration next time. You should aim for each language celebration to be more successful than the previous years.

Making the most of your language celebration success

A language celebration is an excellent tool for encouraging people in your community to learn and use your language. This enthusiasm can be put to good use afterwards by ensuring that people are given more language opportunities. This can be as simple as organising informal meetings for community members so they can use and share language skills, or arranging a sports team where only your language will be spoken.

Celebration Checklist

You may wish to host specific events during your language celebration. This checklist includes things that you might want to think about, leading up to, on the day and following the event. Not all of these will be relevant to your event, but they might be useful for you to consider.

Further suggestions can be found online, for example at Wellington City Council's Organising an Event page:
<http://wellington.govt.nz/events/event-planning-and-support/organising-an-event>

Pre-planning

- Make and confirm a task list with your team
- Select volunteers and collect contact details
- Ensure everyone involved in the celebration knows the event details and their role
- Research if there are other events that may be held on the same date

Venue

- Book venue and ask for written confirmation
- Organise seating requirements
- Check whether venue has technical or sound equipment

Food arrangements

- Check whether the venue has a kitchen
- Check if you need: tables, cutlery/plates, cleaning supplies

Set up on the day

- Set up tables
- Ensure enough time has been allocated to prepare food (if necessary)
- Set up and test any technical or sound equipment (if necessary)

Closing the celebration

- Pack down and clean venue
- Thank volunteers and sponsors
- Collect and distribute photographs
- Celebrate!

Anything else

- _____
- _____
- _____
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- _____