



# KAIPARA

## Kaipara Kapa Haka Festival 2022

Saturday 26 November 2022

### Rules and Guidelines

#### Rules / Guidelines

- **Performance length:** Each group will only be allocated **20 minutes on stage** and **3 minutes to exit the stage**. This includes whānau waiata tautoko if you have indicated on the registration form that your whānau intend on performing one. If you exceed the 20minute allocation time, your whānau will not be asked to join your group on stage for the Whānau Waiata Tautoko. Please keep this in mind when putting together your bracket.
- **Whānau Waiata Tautoko:** It is a Kaipara Festival tradition for the MC to ask the whānau members of the group to join the group on stage to sing one last final waiata. If you have indicated on the registration form that your whānau supporters do intend to sing a waiata tautoko, please ensure your whānau are aware of this and are prepared. Ask them to be ready for the MC to call upon them and to move quickly so as not to hold up other performances. If your group exceeds the performance time limit, your whānau will not be invited on stage to sing a waiata tautoko.
- **Performance times and arrival times to the venue:** Once the performance times have been completed and posted onto the website, all groups have until **3pm Friday 11th of November 2022** to finalise their time. Swapping or exchanges can be negotiated between schools/ organisations. However, if the organising committee is not informed of these changes before the date previously mentioned, the performance schedule will remain as stated on the website. All groups are expected to report to the backstage manager no later than 1 hour prior to their performance time. If there is a problem on the day, groups must contact the backstage manager as soon as possible. Groups cannot change with another group on the day. In the event that the festival is running ahead of schedule due to a last-minute withdrawal, the backstage crew may ask your team if you are willing to perform earlier. You have the right to refuse so that your group can perform at their scheduled time. Please let the organising team know as early as possible if your group is not going to perform.

### **Stage flow on the day**

- 10 minutes prior to your performance your group will be directed to a holding area beside the stage. Groups must be quiet in this area in respect of the group on stage performing. At your group's performance time, your group will be guided to the side of the stage.
- Please provide a short statement that the MC will use to introduce your group. At which point your group should ascend the stage for their performance.
- After your performance remain on stage for a group photo. Your kaitātaki will then be called forward to receive a certificate and gift on behalf of your group. If you have indicated on the registration form that your whānau would like to perform a waiata tautoko with the group and your group has not exceeded their time limit, the MC will call on whānau and supporters to join the group on stage.
- A haka tautoko or karanga may take place. Please ask your group to remain on stage and maintain eye contact while this occurs, as a mark of respect.
- The group should then exit the performance stage.

### **Buses / Drop off zone**

- Please ensure you let us know via the registration form if your group will be travelling by bus. The drop off zone for performers will be the school BUS BAY located on the site map. This will be for buses and minibuses only, not individual vehicles. Buses will then be directed to park at Rautawhiri Park.

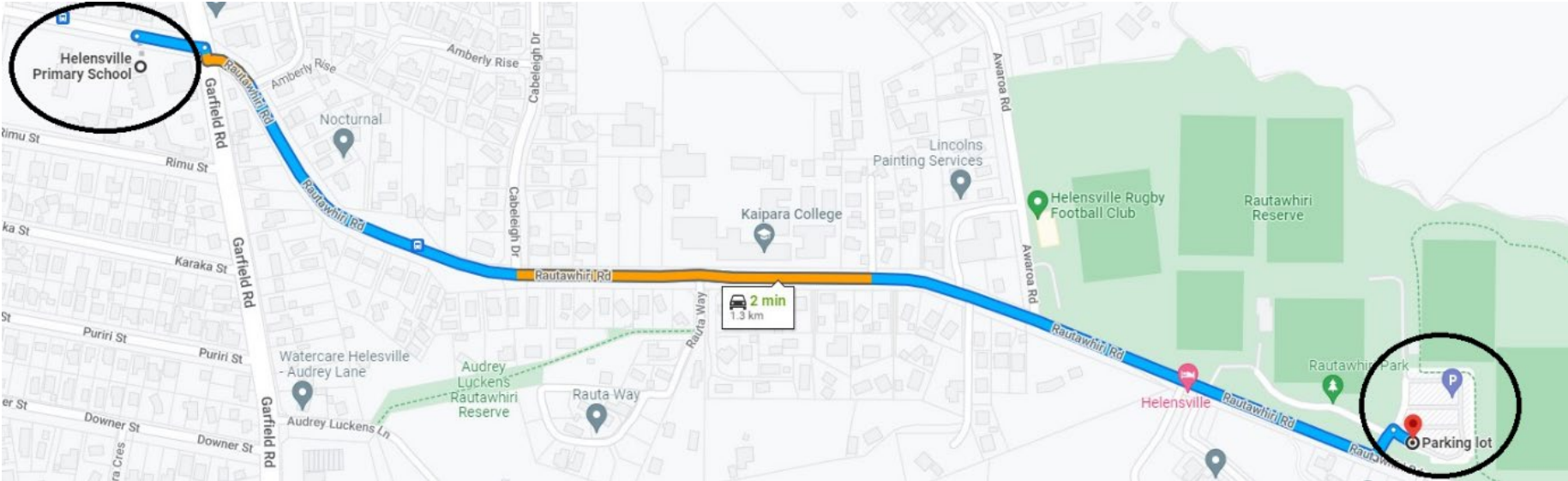
Site Map



Helensville Primary School - 29 Rata Street, Helensville.

### Parking

Parking overflow will be at the Rautawhiri Park. Please ask your whānau not to park in the bus bay as this will be kept free for group pick-ups and drop offs. A shuttle van will commute between parking at Rautawhiri Park and Helensville Primary School bus bay approx. every 5mins.



## **Pōwhiri**

It is expected that all groups attend the pōwhiri or send representation to the pōwhiri. The kawa for this pōwhiri is paeke. The pōwhiri will take place at **8 am** in the area in front of the stage. The process is as follows:

- Wero
- Karanga
- Haka Pōwhiri
- Harirū
- Whaikōrero (tangata whenua)
- Waiata tautoko
- Whaikōrero (manuhiri)
- Waiata tauoko

## **Kaumātua**

There will be a dedicated room for kaumatua throughout the day. Tea and coffee will be available for them as well as a place to sit and relax overlooking the field and stage.

## **Stall Holders**

Please contact [whānau@kaiparamoana.com](mailto:whānau@kaiparamoana.com) if you are interested in providing a stall. If you are intending on holding a food stall, please note that this is a fizz free event. Location information will be sent to you when your stall/hub is confirmed. Bring your own gazebo's, tables, chairs, extension cords, adapters and anything else you will need.

## **Fizz Free**

The Kaipara Kapa Haka Festival 2022 is a fizz free event. No fizzy drinks will be sold on the day.

## **Toilets**

Toilets will be available throughout the day. Kaumātua toilets will be located next to the staff room.

## **Rubbish**

Bins will be provided for all rubbish and recycling. Please keep our school clean and tidy so that normal school activities can continue the following week.

## **First Aid**

First aid facilities will be available throughout the day. Ask a helper wearing a Kaipara Festival printed t-shirt should you need help.

## **Ngā ringa manaaki**

We will have many helpers available on the day. They will be wearing a Kaipara Festival printed t-shirt and some will wear high visibility vests. They are here to offer any tautoko and help you may need.