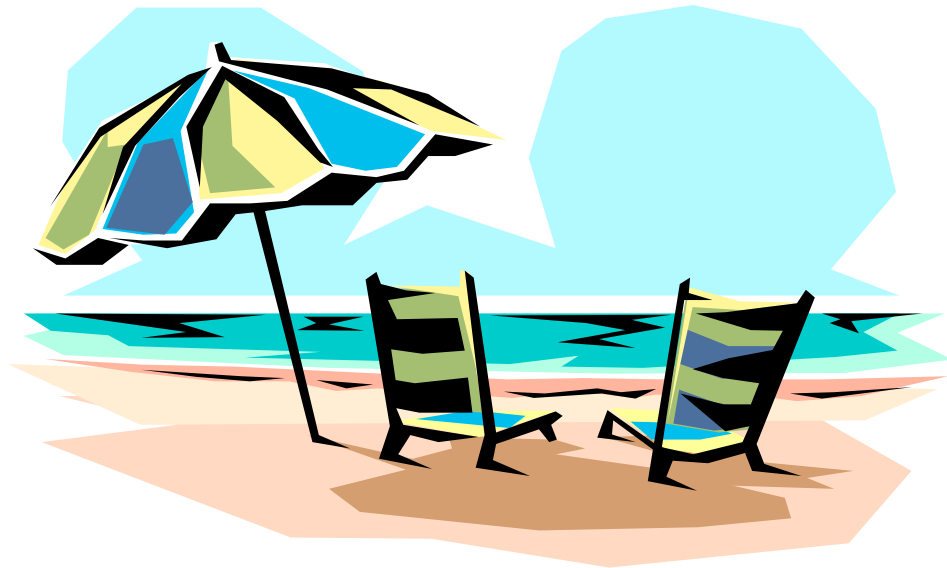


GUIDELINES
TO
HOSTING
SUCCESSFUL
FESTIVALS



INTRODUCTION

The Caribbean Utilities Employees Association (C.U.E.A.) is an organization that consists of Sport, Cultural and Social Clubs of utilities throughout the region. The Association has been in existence for approximately fourteen (14) years.

The CUEA policy is to as far as possible bring Caribbean peoples together while in a significant way make a contribution to Caribbean integration as part of the bigger picture.

Each year all member clubs of the CUEA meet in a different country for the "Annual Easter Festival". The number of participants attending these Festivals can vary between three hundred to four hundred persons. This can give a tremendous boost to the host country's tourism sector and also serves to promote integration among Caribbean islands.

The membership of the CUEA include the following countries:

Anguilla	Antigua	Barbados
Grenada	Dominica	Montserrat
Nevis	St. Lucia	St. Vincent and the Grenadines
and Trinidad and Tobago		

This document is designed to give guidelines to countries and clubs that are required to host Easter Festivals. The document will state the basic requirements of the Festival and steps that should be followed to ensure a successful Festival

LOCATION OF FESTIVALS

It is the responsibility of the CUEA Executive Committee to inform the clubs expected to host future Festivals. Customarily, this is done (2) years in advance. Therefore clubs expected to host in 2006 should be informed in 2004.

REQUIREMENTS FROM THE ORGANIZING COMMITTEE

On notification of their expected hosting, clubs are expected to respond to the Executive Committee through the Honorary Secretary, their acceptance or rejection three (3) months after notification or before the next Executive Committee meeting. This is to ensure that alternate measures are put in place should it not be feasible for chosen clubs to host.

Once the clubs have accepted hosting of the Festival they are required to establish an Organizing Committee with a chairperson to oversee the detailing and planning of the Festival. The Organizing Committee may create sub committees with divided responsibilities to manage “projects” that may arise.

The chairperson of the Organizing Committee is required to report to the CUEA Executive Committee on an, as when required or when necessary basis.

The Organizing Committee may also report jointly to the Executive Committee.

Only the chairperson of the Organizing Committee may request assistance from the Executive Committee if and when it is needed.

Reporting

The Organizing Committee is required to report to the Executive Committee on the following:

1. Funding and other Assistance
2. Accommodation
3. Transportation
4. Venues for events
5. Events and Activities– Opening Ceremony, Sports Day, Cultural Show, Island Tour, Community Project, Closing Ceremony
6. Catering (Meals and Beverages)

The Executive Committee is required to visit the hosting country at least twice during the planning stages for reporting purposes. During these visits the Executive Committee is required:

1. To meet with the Organizing Committee to determine the state of preparedness;
2. To meet with representatives of the Management of hosting clubs.
3. To visit hotels in an effort to finalize accommodations and costs for the participating clubs;
4. To review and approve caterers, caterers quotations, and proposed menus;
5. To review and approve the proposed itinerary;
6. To review, visit and approve proposed venues;
7. To plan the festival activities – Sporting & Cultural and;
8. Other related matters.

The Organizing Committee is also required to make the necessary arrangements, to facilitate the above-mentioned activities and also recommend and arrange suitable accommodation for the Executive Committee over the period of the visits.

Funding And Other Assistance

Funding and assistance can be sought from or through:

1. Club payments
2. Employers
3. Ministry of Transport
4. Tourism Division
5. Fundraising Activities
6. Sponsorship from Corporate Bodies.

Accommodations

The Organizing Committee is required:

1. To seek out suitable and affordable accommodations for clubs taking part in Festivals;
2. To negotiate the best possible price on the accommodations;
3. To ensure that the final cost of accommodations include breakfast and taxes;
4. To ensure that the locations of all accommodation are within close proximity to each other;
5. To ensure as far as practicable that any one club is not split across different hotels.
6. Where possible house all clubs at the same hotel

Transportation

This is a very important aspect in planning for a Festival. It is suggested in order to cut costs, and where feasible, that Ministries in charge of Public Transportation, Utilities and / or Tourism, be approached to assist in this area (and others).

Transportation should be provided for the following:

To and from the airport
To and from venues

Transportation should always be on time for the pick up and drop off of participants to different events or activities.

Venues For Events

It is recommended the venues for events should have a historical or cultural significance that can be informative to participants.

- ?? Clean and spacious
- ?? Where necessary, e.g. the opening ceremony, be able to accommodate a podium for Guest Speakers, and seating for the audience.
- ?? Where necessary the venues must be able to accommodate music.
- ?? Have appropriate dining and seating areas, as meals are normally served at the events.
- ?? Venues may or may not facilitate dancing depending on the itinerary for the event or the nature of the event.
- ?? Must have proper and adequate facilities such as, water, lighting, restrooms etc.
- ?? The venue for the Sports day should be able to accommodate cricket, football, netball and other activities. Also should have adequate shade and seating for participants not involved in activities.

Note: All venues are to be reviewed, visited and signed off by the Executive Committee.

Events And Activities

The following events are customary:

1. The Opening Ceremony
2. The Sports Day
3. The Cultural Show
4. The Island Tour
5. The Community Project
6. The Closing Ceremony
7. Other activities
8. **Note:** A boat ride has also been well appreciated by participants in the past.

1. **The Opening Ceremony** initiates the start of the Easter Festival. The evening is usually started with opening prayers, followed by speeches from the President of the CUEA, the Presidents of the hosting clubs, Chairperson of the Organizing Committee and other guests which may comprise of Ministers, Managers, etc.

Short cultural presentations may also be exhibited here to make the evening a more interesting occasion.

After the formal segment, is completed, dinner or light refreshments and beverages are usually served and participants take the opportunity to greet each other; re-establish old friendships and forge new ones. Some participants may even choose to engage in some light dancing.

2. **The Sports Day** opens with a March Pass of participating countries. It is usually held at a facilities able to accommodate the following (e.g. school grounds or stadium):
 - a. Cricket
 - b. Football
 - c. Netball
 - d. Tug-o-war
 - e. In-Door Games
 - f. And Novelty Events

The format and rules of the activities are at the discretion of the Organizing Committee.

Where participants of a club might be in a minority, two clubs may be called upon to join together to make up numbers required for sporting activities.

The Organizing Committee is required to budget for T-shirts for all participants. T-shirts for each country is to be of a different colour.

3. At **the Cultural Show**, each country's talents in song, music, dance, recital, or drama is highlighted.

It is the responsibility of each individual club to ensure before the Festival, that the Organizing Committee is aware that they will be portraying a talent on the night of the Cultural Show and the nature of their presentation. Also, have their accompanying music, instruments, etc prepared and on hand.

4. **The Island Tour** is a tour of the hosting clubs' country and is arranged and planned at the discretion of the Organizing Committee.
5. **The Community Project** is a project that assists a needy group or groups in the community. The project is chosen by the Organizing Committee and in the past has involved painting of buildings and lending assistance on self-help projects.

Flags of participating countries are usually left at the project site.

6. The Closing Ceremony brings an end to a weekend of fun and enjoyment. It is a night of reflection on the weekend past. Prizes are presented to countries that scored best in certain events

The exchange of gifts and tokens to selected islands is also conducted at the closing ceremony. Most participants welcome the opportunity to give short speeches on behalf of their country to the receiving country.

The country / clubs hosting the next year's festival is announced and the CUEA flag is presented to the hosts.

7. **Other Activities** may include events such as social parties that are looked forward to by all, a beach picnic, a boat ride and Church on Easter Sunday.

Catering

Meals

The Organizing Committee is required to arrange the catering of meals (lunch and dinner) throughout the duration of the Festival starting at the Opening Ceremony and ending at the Closing Ceremony.

Caterer/s must be able to adequately provide meals for a variety of needs (vegetarian / non-vegetarian / etc.)

Menus of all meals to be catered must be provided for vetoing by the Executive Committee.

It is suggested that different caterers (two or three) be used. However, it should be noted that this method could prove more expensive than using one caterer. In this case, a comparison of costs and menus should be conducted by the Organizing Committee (See Caterer Comparison Form) to select the most feasible option.

Beverages

As far as practicable have a wide variety of alcoholic and non-alcoholic beverages available for participants. Over the years the following drinks have been known to be favoured:

Beer This could be either of different varieties or of the hosting country's blend. (This is also favoured)

Wines

Rum The hosting country's blend is normally favoured.

Brandy This is also favoured among participants

Campari Favored among participants

Baileys Also favoured among participants

Chasers May include coca-cola, club soda, coconut water and tonic water

Malts

Shandy

Soft Drinks

Juices

Water (bottled)

Although the meals are catered, it is customary for a different island to serve the meals and beverages at the events with the exception of the Opening Night. The roster for serving is to be prepared at the Organizing Committee's discretion. Where participants of a club might be in a minority, two clubs may be called upon to serve at an event.

Assignment of Liaison Officers

Liaison Officers are members of the hosting clubs who are assigned the tasks of ensuring that all participating clubs are provided for with regards to:

The timeliness of their pick-ups and drop-off to and from the airport, events and activities;

Acting as a link between the Organizing Committee and the participating clubs,

Providing all the necessary assistance that may be required by the clubs and or club members.

Should be able to speak about their country's history and culture when quizzed by participants.

Should have a good knowledge of the public transport system and re-known place of interest.

REQUIREMENTS OF PARTICIPATING CLUBS

All clubs are expected to notify the Executive Committee through the Secretary of their participation or non-participation in the up-coming Festival at a date to be determined or as early as possible.

It is the sole responsibility of all participating clubs to as early as possible or at a date to be determined:

1. prepare and finalize their flight travel arrangement;
2. make available to the Executive Committee through the Secretary their arrival and departure dates and times for the Festival;
3. make available to the Executive Committee through the Secretary a numbered listing of persons expected to participate at the Festival;
4. make available to the Executive Committee through the Secretary a list of the number of T-shirts required and sizes;
5. make hotel final arrangements, down-payments, and final payments.
6. make the necessary payments re: Festival Costs to the CUEA Treasurer (by the 2nd day of the Festival (Good Friday));
7. bring their national Flag for the Opening Ceremony and Sports Day Parade;
8. bring a miniature of their national Flag for the Community Project;
9. make available to the Executive Committee through the Secretary their Cultural Show presentation format;
10. make available an exchange gift valued at approximately \$50.00 U.S.

REQUIREMENTS OF THE EXECUTIVE COMMITTEE

It is the responsibility of the CUEA Executive Committee to inform the clubs expected to host future Festivals. Customarily, this is done (2) years in advance. Therefore clubs expected to host in 2006 should be informed in 2004.

The Executive Committee is required to visit the hosting country at least twice during the planning stages for reporting purposes. During these visits the Executive Committee is required:

1. To meet with the Organizing Committee to determine the state of preparedness;
2. To meet with representatives of the Management of hosting clubs.
3. To visit hotels in an effort to finalize accommodations and costs for the participating clubs;
4. To review caterers, caterers quotations, and proposed menus;
5. To review the proposed itinerary;
6. To review and visit proposed venues;
7. To plan the festival activities – Sporting & Cultural and;

The Executive Committee is also responsible for the following:

1. Informing clubs of the place and dates of the next Easter Festival
2. Informing clubs of developments and decisions as they arise
3. Reminding clubs of deadlines for information;
4. Acting as a liaison between clubs and the Organizing Committee;
5. Gathering and compiling information required by the Organizing Committee from the clubs;

FORMS

CARIBBEAN UTILITIES EMPLOYEES ASSOCIATION LIAISON OFFICERS FORM



YEAR: _____ HOSTS: _____

COUNTRY NAME	LIAISON OFFICERS
Anguilla	
Antigua	
Barbados	
Dominica	
Grenada	
Montserrat	
Nevis	
St. Lucia	
St. Vincent & the Grenadines	
Trinidad & Tobago	

CARIBBEAN UTILITIES EMPLOYEES ASSOCIATION EVENTS SCORECARD



YEAR: _____ HOSTS: _____

Country	E V E N T S				
	Sports Day			Cultural Show	Comm. Proj.
Anguilla					
Antigua					
Barbados					
Dominica					
Grenada					
Montserrat					
Nevis					
St. Lucia					
St. Vincent & The Grenadines					
Trinidad & Tobago					

CARIBBEAN UTILITIES EMPLOYEES ASSOCIATION SERVING ROSTER FORM



YEAR: _____ HOSTS: _____

COUNTRY NAME	EVENT	NO.
Anguilla		
Antigua		
Barbados		
Dominica		
Grenada		
Montserrat		
Nevis		
St. Lucia		
St. Vincent & the Grenadines		
Trinidad & Tobago		

CARIBBEAN UTILITIES EMPLOYEES ASSOCIATION SPORTS DAY COLOURS FORM



YEAR: _____ HOSTS: _____

COUNTRY NAME	COLOURS	NO.
Anguilla		
Antigua		
Barbados		
Dominica		
Grenada		
Montserrat		
Nevis		
St. Lucia		
St. Vincent & the Grenadines		
Trinidad & Tobago		

FESTIVAL CHECK LIST

GROUP ARRIVALS

GROUP NAME	FLGHT#	ARR. TIME	NO. OF PERSONS	VEHICLE ASSIGNED
Anguilla				
Antigua (APUA)				
Barbados Light & Power				
Barbados Water Authority				
Grenada Electricity				
Grenada Water (NAWASA)				
Montserrat Water & Electricity				
Nevis Water				
St. Kitts Electricity Department				
St. Lucia Water & Electricity				
St. Vincent				
Trinidad & Tobago				

OPENING CEREMONY

Date: Thursday April 8, 2004 **Start Time:** 8:00 pm **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: LAYOU River Hotel

Format:

Opening Invocation by:

National Anthem by:

Master of Ceremonies:

Remarks by:

Feature Speakers (at least 2):

Entertainment:

Caterers:

SPORTS DAY

T-shirts are to be delivered to clubs the day before.

Date: Friday April 9, 2004 **Start Time:** 9:00am **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venues: Botanical Gardens

Parade Route:

Sports Fixtures:

Point System for Events:

Opening Invocation by:

Officials for Events:

Caterers:

AFTER SPORTS PARTY

Date: Friday April 09, 2003 **Start Time:** 9:00 pm **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: Reigate Hall

Format:

Opening Invocation by:

Entertainment (e.g. live band or D.J.):

Caterers:

COMMUNITY PROJECT

Date: Saturday April 10, 2003 **Start Time:** 8:00 am **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Project Venue:

Project Format:

No. Of Expected Participants Required:

Raw Material Required:

Expected Skills of Participants Required:

Lunch Catered For Workers by:

CULTURAL NIGHT

Date: Saturday April 10, 2003 **Start Time:** 7:00pm **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: Old Mill Cultural Center

Format:

Opening Invocation by:

Master of Ceremonies:

Remarks by:

Guest Artists:

Entertainment (Live Band or D J):

Point System:

Judges:

Caterers:

CHURCH SERVICE

Date: Sunday April 11, 2003 **Start Time:** 7:30 am **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: King's Hill Baptiste Church

Format:

BEACH PICNIC

Date: Sunday April 11, 2004 **Start Time:** 10:30 am **End Time:** _____

Pickup Times: (From Hotels)_____ **From Venue:**_____

Venue: Boat Ride / Coconut Beach

Format:

Caterers:

KARAOKE / INDOOR SPORTS

Date: Sunday April 11, 2004 **Start Time:** 9:00 pm **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: The Zone

Format:

Welcome Remarks by:

Master of Ceremonies:

Entertainment:

Caterers:

ISLAND TOUR / HIKE / RIVER BATH

Date: Monday April 12, 2004 **Start Time:** 9:00 am **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: Emerald Pool / Layou River

Format:

Caterers:

CLOSING CEREMONY

Date: Monday April 12, 2004 **Start Time:** 8:00 pm **End Time:** _____

Pickup Times: (From Hotels) _____ **From Venue:** _____

Venue: LAYOU River Hotel

Format:

Opening Invocation by:

National Anthem by:

Master of Ceremonies:

Remarks by:

Feature Speakers (at least 2):

Entertainment:

Gift Exchange and Presentation of Prizes:

Caterers:
