



EXAMPLE OF THE NZ UKULELE FESTIVAL SURVIVAL GUIDE

CONTENTS:

1. Example of past NZ Ukulele Festival School Seating Plan
2. Venue Information
 - a) Address and How to Get to the Trusts Arena
 - b) Parking
 - c) Heavy Gear Drop off
 - d) Traffic Management
 - e) Bus Drop-Off and Pick Up Zones
 - f) Food and Beverages
 - g) Cash Out Facilities
 - h) Mobility Assistance
 - i) The Trusts Arena Track & Field Guidelines
 - j) Lost Kids Information
 - k) Grandstand Evacuation and Emergency Procedures
3. Key Times for Kiwileles
4. About the Kiwileles Performance
 - a) Allocated Colour Zones
 - b) Kiwileles Parade
 - c) Seating for the Kiwileles Performance
5. Badges and Merchandise
6. Volunteers
7. What to Bring
8. What to Wear
9. Health & Safety
10. FAQs
11. Site Map

1. Example of past NZ Ukulele Festival School Seating plan

Please take note of your school's allocated colour bay and where your seats are situated in the grandstand at the Trusts Arena.

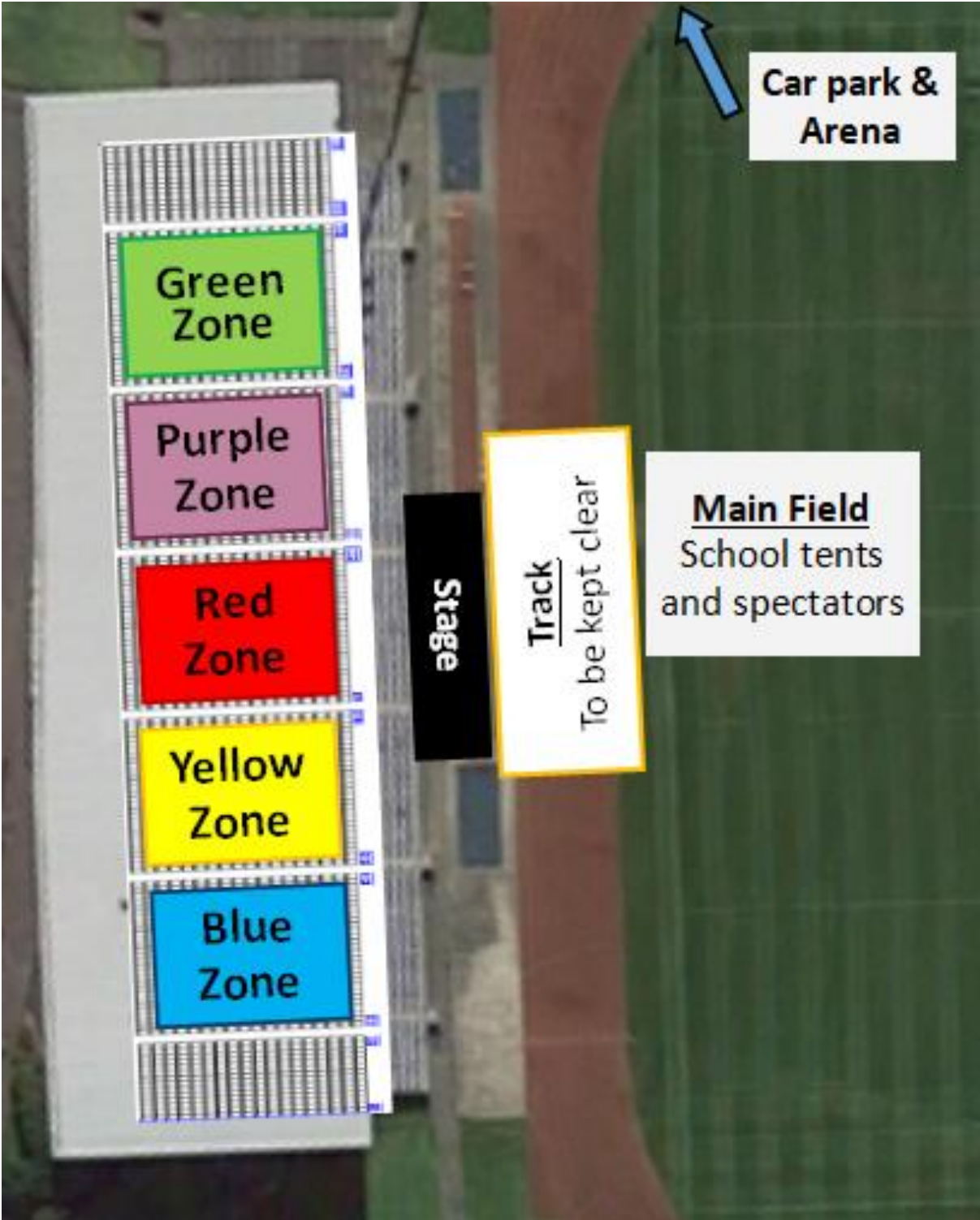
NZ Ukulele Festival School Colours

Avondale Primary School	19
Bailey Road School	20
Beach Haven School	20
Birkdale North School	17
Central Auckland Specialist School	3
Churchill Park School	20
Cockle Bay School	23
Conifer Grove School	30
Deanwell School	20
Dominion Road School	25
East Tamaki	30
Edendale School	25
Edmonton School	20
Elim Christian College	35
Ellerslie School	50
Excite Academy	7
Fairburn School	20
Flat Bush School	35
Glenbrae School	15
Glendowie Primary School	20
Good Shepherd School	20
Hamilton West School	12
Henderson Intermediate	30
Henderson North School	35
Henderson Valley School	35
Hobsonville School	15
Hunua School	20

Kaharoa School	20
Kristin School	30
Mairangi Bay School	30
Morrinsville Primary	25
MrK Way Music	10
Mt Carmel School (Meadowbank)	30
Nawton School	30
Newmarket School	20
Ohaeawai School	14
Onewhero Area School	10
Our Lady Sacred Heart School (Epsom)	35
Papakura Normal School	20
Papatoetoe Intermediate	30
Peninsula Primary School	20
Pinehill School (Browns Bay)	20
Pt Chevalier School	30
Pukekohe Intermediate	20
Riverhead School	25
Royal Oak Intermediate	3
Royal Oak Primary School	30
Ruawai Primary School	12
Sancta Maria Catholic Primary School	20
Shelly Park School	14
Somerville Intermediate School	10
St Anne's Catholic School (Manurewa)	29
St Francis Catholic School (Pt Chevalier)	30
St Joseph's Catholic School (Dargaville)	20

St Joseph's School (Orakei)	6
St Leonards Road School	40
St Mary's School (Ellerslie)	20
St Mary's School Tauranga	2
St Patrick's Catholic School (Taupo)	25
Summerland Primary	14
Sunset Primary School	10
Takapuna Primary School	20
Target Road School	10
Taupaki School	4
Te Kopuru School	18
Te Kura Taumata o Panguru	50
Three Kings School	20
Tikipunga Primary	15
Verran Primary School	20
Victoria Avenue School	20
Waimauku School	25
Waipu School	15
Wairau Intermediate	17
Waitakere School	10
Western Heights School (Auckland)	5
Westmere School	30
Willow Park Primary	20
Willowbank School	15
7Wymondley Road School	25
Te Kura Kaupapa Maori O Otepau	13

Example of past Colour Zone Map



2. Venue Information

a) Full Address and Contact Details:

The Trusts Arena
65 – 67 Central Park Drive
Henderson 0610
09 970 5200

The arena is a 5 minute drive from Junction 16 of the SH16 motorway marked for Lincoln Road / Henderson. Please take this exit onto Lincoln Road and take the turn for Central Park drive, between Kennards Hire and a Mobil petrol station. The arena is clearly visible as you come along this road and traffic management staff will be in place to guide you as you approach for the festival.

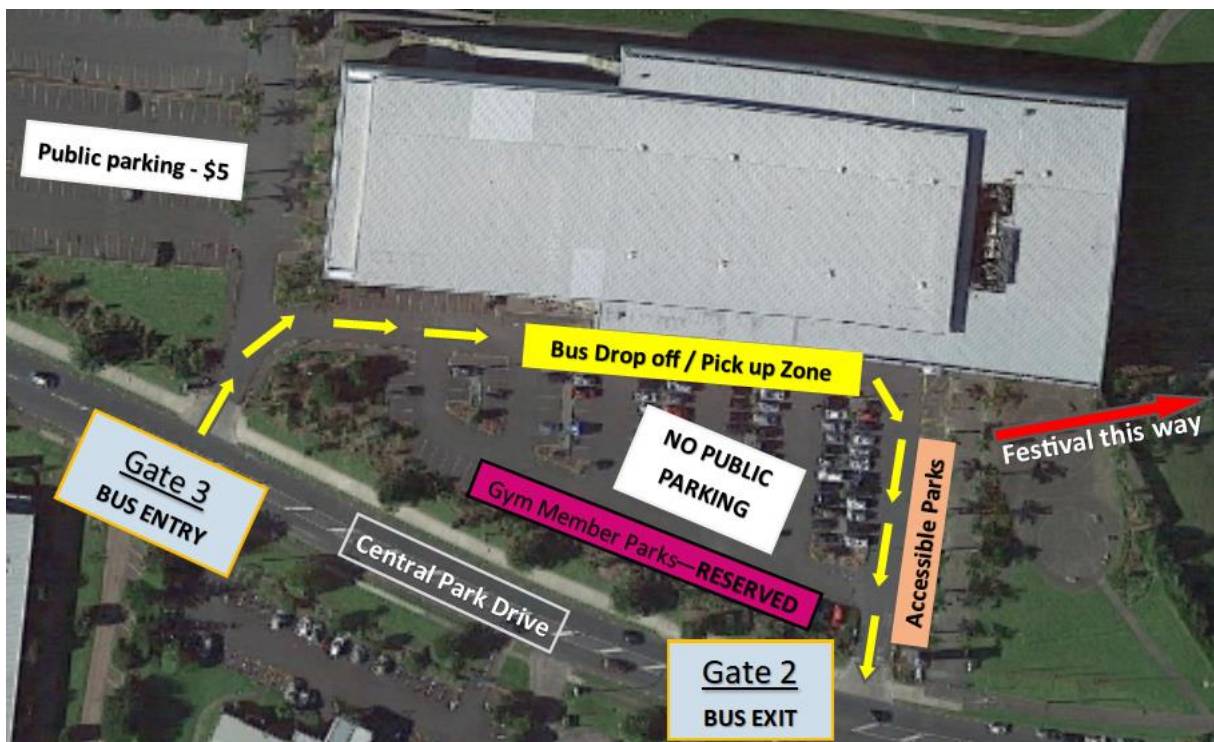
b) Parking

The Lower car park will be open for public parking on the day for \$5 per car on a first come first serve basis, entry is via Gate 4 from Central Park Drive. The Upper car park will be closed for parking and only Arena staff, gym members, people with mobility passes and buses will be allowed access for drop off and pick up. The car parks will be monitored by security and volunteers throughout the day to ensure thoroughfares are kept clear and all patrons are kept safe. All disabled car parks, loading zones, and Gym Member car parks which have a reserved sign on them must be kept clear at all times.

Buses will be able to loop through the car park to drop off and collect pupils. They are to enter through Gate 3 and depart through Gate 2. There is no bus parking available on site.

If you require accessible parking or will have pupils who require assistance upon arrival, please email admin@nzukulele.org.nz with your school details, number of pupils and approximate arrival and departure times and we will contact you directly to arrange this.

Laidlaw College directly opposite the arena will be offering additional parking for \$5 per car and Te Pai Netball Centre on Te Pai place may also have parks available for a small koha.



c) Heavy Gear Drop Off

Heavy gear such as school pop ups and marquees can be dropped off within Gate 1 and then carried to the field. This is a drop off area only and there is strictly no parking allowed within this car park for any patrons. This area will be open for drop offs until 11.30am and reopen for pick up at 3.15pm or when deemed safe to do so by the Event Manager and Security. No cars are allowed to drive onto the track or field from here.

d) Traffic Management

All roads around the arena will be open as normal throughout the event, however, a reduced speed limit will be in place, along with Traffic Management staff onsite immediately outside the arena on Central Park Drive.

e) Bus DROP OFF and PICK UP ZONES

• **BUS DROP OFF - from 10am**

ALL buses are to enter the carpark through Gate 3 and turn right into the Upper car park. From here they will see a loading zone / drop off area running alongside the main arena building. This is a drop off area only where they can stay to drop passengers and then they can depart the car park out of Gate 2.

Please note there is no bus parking available on site at the arena.

• **BUS PICK UP - from 3pm**

Pick up of passengers will follow the same process as drop off. Please enter through Gate 3, pick up your school pupils from alongside the main arena building and depart through Gate 2.

Please email Christina at admin@nzukulele.org.nz if you have not done so already and are planning to come by bus with the approximate time you are planning to arrive and size of the bus.

f) Food and Beverages

You are welcome to bring a picnic with you but please do not bring any glass, energy drinks as these may stain or damage the field / track, cigarettes/smoking devices or alcohol, this is a 100% alcohol and smoke free event.

There will be several food outlets open around the festival offering a selection of hot and cold food and drinks for you to purchase.

g) Cash Out Facilities

There are no cash facilities at The Trusts Arena. You will not be able to ask for cash at the food outlets around the venue or at the main reception. The closest ATMs are on Lincoln Road or in Henderson.

h) Mobility Assistance

- There are 8 mobility spaces available by the front doors to the Trusts Arena in the main car park. Please enter the car park through Gate 3 and follow it round to your right and go straight ahead for these parks.
- Please ensure you have your mobility pass available to show Security upon arrival and display this clearly in your vehicle as any cars within the mobility spaces without one may be towed at any time.
- If these parks are full, you are welcome to drop guests at the main entrance and find alternative parking.
- There are 2 areas at the top of the Grandstand seating for any patrons in wheelchairs or they are welcome to remain on the track and enjoy the festival from in front of the Grandstand next to main stage.
- For any Kiwileles attending in wheelchairs or requiring extra assistance, please contact the NZ Ukulele Trust via admin@nzukulele.org.nz and confirm your school name and we will be in touch with further details.

****** Please find a full venue site map at the end of this pack ******

i) The Trusts Arena Track & Field Guidelines

The athletics track and main sports field at the Trusts Arena are of international standard and we would kindly ask you to respect the area and follow a few simple guidelines to ensure we leave the venue as we found it prior to the festival:

- No vehicles are allowed to be driven onto the track or field
- No flooring is to be laid onto the field that could cause damage to the grass.
- Only 1cm diameter tent pegs to be used on the main field for pegging of gazebos. Pegs are not to be installed where the field sprinkler heads have been marked with a flag.
- No fixing of anything into the track that could cause damage.
- No footwear with studs, spikes or heels to be worn on the track.

j) Lost Kids Information

Please report any lost children immediately to the Information tent located on the main field at the bottom of the stairs. Please also take any children you may find whom appear confused, lost or upset to this location and the Ukulele Festival staff and volunteers will locate and reunite them with their school.

k) Grandstand Evacuation and Emergency Procedures

FIRE EMERGENCY PROCEDURES

CENTRAL PARK DRIVE

ASSEMBLY AREA

THE DOUGLAS TRACK & FIELD GRANDSTAND
65-67 CENTRAL PARK DRIVE
HENDERSON

FIELD

IF YOU DISCOVER FIRE

- ACTIVATE NEAREST FIRE ALARM
- PHONE FIRE SERVICE – DIAL 111
- USE FIRE FIGHTING EQUIPMENT ONLY IF SAFE TO DO SO

IF THE FIRE ALARM SOUNDS

- EVACUATE THE BUILDING USING THE NEAREST FIRE EXIT
- ASSIST THOSE NEEDING HELP ONCE EGRESS ROUTES ARE CLEAR
- FOLLOW INSTRUCTIONS FROM WARDENS
- ASSEMBLE IN THE DESIGNATED ASSEMBLY AREA

DO NOT RUN
DO NOT USE LIFTS
DO NOT TAKE FOOD OR DRINK

3. **Key Times for Kiwileles**

Arrive early for the prompt 12pm START – there will be beginner and intermediate workshops, facepainting, uke-art competition, NZ Ukulele competition winning performances and more!

1pm Kiwileles' Parade followed by Kiwileles' Performance

4. **About the Kiwileles Performance**

a) Allocated colour zones

Your Kiwileles have been allocated a colour zone for seating in the Grandstand: Green, Purple, Red, Yellow, or Blue. All parents and supporters must select their own seats in the outer edges of the grandstand or on the field. From 12.55pm all Kiwileles must be ready in their colour zone mustering point ready to start entering the parade. Your school colour is listed on our website.

b) Kiwileles Grand Parade

12.55 Go to the Parade Meeting Point / Start line on the track as marked on the site map.

1pm Parade begins, your school's name will be called out as you pass the stage waving your banner.

1.15 Parade will conclude and you will go with your banner to your colour zone within the Grandstand. Ushers will help you find your seats.

c) Seating for the Kiwileles performance

- Every school will have been allocated one of 5 colours – Green, Purple, Red, Yellow or Blue
- Each colour has one bay of the Grandstand seating which will be clearly marked and highlighted with one of the 5 colours
- Once the parade is complete, please go up the stairs leading to your colour bay and take a seat anywhere in that section
- Arrive onsite no later than 11.30am for the event to start at 12noon
- Please note that no parents and supporters are to sit in the coloured bays of the Grandstand. You are welcome to sit in the outer bays of Grandstand seating, one at each end, however the best viewpoint will be from the field looking at the Kiwileles in their seats.

d) Example of Past Kiwileles Performance Notes

The performance will start once the Kiwileles are seated in their colour bays in the grandstand.

Songs will be performed in the same order as they appear in the Kiwileles' Songbook
All songs will be led by the Kiwileles' Band

We will also have NZ Ukulele Squad leaders in front of each colour bay for the Kiwileles to watch

The lead in for each song will be the same as the Kiwileles' Songbook recordings. The sound system has been improved this year, with speakers facing the grandstand, so Kiwileles will clearly hear all MC announcements and the start of each song.

Kiwilele dancers and guest performers – please come to the stage 10mins (2 songs) before the song you are performing in and make yourself known to the stage manager

5. Badges and Merchandise

- Badges for each of your Kiwileles will be ready and waiting for you at the Kiwileles Check In (free). For family and friends who would like a badge – some will be available to buy for a gold coin from the NZ Ukulele Info desk.
- NZ Ukulele Festival Posters and Flyers have been sent to you - please distribute them around your school and to your local community and libraries.

6. Volunteers

- Thank you for the offers of volunteers so far. All Volunteers will receive instruction email from Ally shortly and please contact Ally anytime at iknowa@gmail.com with any questions.

7. What to Bring

- You, your ukulele and your big smile
- Your school banner (for the Kiwileles parade)
- A pop up gazebo for your group's home base and for shade
- Music stands for your group to share 1 between 3
- Kiwileles songbook
- Pegs for holding music in place
- A Packed lunch & a drink (there will be food and drink available for purchase onsite too)
- Sun hat and sun block
- Money for festival koha, souvenirs, treats etc.
- Your whanau, neighbours and adoring friends and fans
- School pride

8. What to Wear – Whatever You Like but Here Are Some Options:

- Something that identifies your school e.g. school sports shirt
- Your vintage NZ Ukulele Festival T shirts
- Something that identifies which colour zone your school will be seated in – go wild!
e.g. green, purple, red, yellow or blue leis, lavalavas, hats
- Traditional costume

9. Health & Safety

The overall Health and Safety of everyone who works, volunteers, performs and attends the NZ Ukulele Festival is of paramount concern for the NZ Ukulele Trust. We have conducted a thorough Health & Safety assessment and will mitigate all issues we can both in the lead up to the event and on the day. We will have Security, Ukulele Staff and volunteers onsite throughout the event, however, if at any time you are

concerned about anything, see anything or anyone you think is unusual or out of place, please speak to your closest Security guard or go to the Information tent as soon as possible.

10. **YOUR FAQs**

What is the best place to see the KIWILELES?

Find out which section your children will be seated. Parents will be able to see and hear the performance from the field - best be early for the best spot!

How do I meet up with my child after the KIWILELES performance?

The children will return to their school meeting point and stay with their teachers until collected. If your child is leaving with another parent, inform your teacher. We will not let the children go and find you. If in doubt about where to go, please go the Information tent, or ask Security or a volunteer.

11. Example of Past Site Map

