



Riverlights

Multicultural Festival



Saturday 8 October 2022
Community Participation
Information and Agreement



THANK YOU!

On behalf of Maitland City Council, we thank all participating communities in advance for their involvement in the Riverlights Community Committee and the festival itself. We acknowledge the time and effort invested by community members in organising and motivating their community to contribute to the festival and recognise your contributions are at the heart of the festival.

KEY DATES

- JUNE** Wednesday 29 June - Maitland Sportsground, Function room.
10.00am - 12.00pm Riverlights Multicultural Meeting - Involves a Meet and Greet and an opportunity to discuss the Agreement and ask any questions you may have.
- AUGUST** **Monday 15 August - Closing date for completed Community Participation Agreement**
Late agreement forms will not be accepted and this may prevent you participating in Riverlights. Please organise early and talk to the Community Planning Team for assistance with planning and completing this agreement.
Lantern Making Workshops
Maitland Regional Art Gallery
10.00am - 1.00pm
Dates: Wednesday 3 August and Wednesday 17 August 2022
- SEPTEMBER** Wednesday 14 September - Music information for performances and fashion show to be sent to **community.team@maitland.nsw.gov.au**
Thursday 22 September - Maitland Sportsground, Function room, 10.00am - 12.00pm
Information regarding the event site, cultural village locations and timings will be available at this meeting.
- OCTOBER** Saturday 8 October - Riverlights Multicultural Festival, 3.00pm - 9.00pm
Wednesday 19 October - Committee Celebration Event, 12.30pm (venue TBC).

KEY CONTACT

Please return a signed and completed copy of your form to:

Culture, Community and Recreation Team

Email: community.team@maitland.nsw.gov.au **Post:** PO Box 220, Maitland NSW 2320

Deliver: Maitland City Council, 1/12 Ken Tubman Drive, Maitland NSW 2320



COMMUNITY PARTICIPATION INFORMATION

CULTURAL VILLAGE - CORE ACTIVITIES

Cultural Villages are a fun, vibrant and welcoming space that encourage visitors to participate in and learn about your culture.

The goal of each Cultural Village is to provide an engaging and interactive space where the public can learn about your culture through activities, interaction and sharing of free food samples for people to taste.

As a minimum standard groups are required to provide an attractive and interactive cultural village, free food tastings and at least three community members on the day.



FREE FOOD TASTINGS



FUNDRAISING ACTIVITY
(optional)



DECORATED AND INVITING MARQUEE



CULTURAL VILLAGE

(Needs at least 3 people for whole event)



CULTURAL PASSPORT



FREE INTERACTIVE ACTIVITY



END OF FESTIVAL PROCESSION AND YOUR CULTURAL LANTERN

(two people needed)

YOUR CULTURAL VILLAGE

Your Cultural Village must operate between the hours of 3.00pm - 9.00pm and be looked after by at least three people at all times. You must decorate your stall with items that best represent your culture, this could include hanging traditional flags, a clothing display of your traditional dress or other cultural items.

To help you with your Cultural Village, Maitland City Council will provide the following:

- 3m x 3m space
- 3m x 3m marquee
- Two x 2.4m trestle tables
- Four chairs
- One light
- Signage for your stall with your country or culture
- Stamp for Riverlights Cultural Passport
- Structure for your procession display

All items provided by council for your Cultural Village must remain within the marquee provided and left there for collection by event staff when Riverlights ends. There will be a charge for any items missing or damaged.

If you require any additional equipment other than what is listed above, you will need to bring this along yourself. Let us know what else you plan to bring with you.



FINANCIAL SUPPORT

Council can offer limited financial support of up to \$250 to community groups who host a Cultural Village site. This financial support is to help you meet all of the requirements for hosting a Cultural Village at Riverlights, such as purchasing extra materials, decorations and ingredients for the free food tasting.

COMMUNITY FUNDRAISING (OPTIONAL)

Groups are welcome to conduct a fundraising activity within their Cultural Village, that will be of benefit to their community as a whole. This is in addition to your free interactive activity and may include activities such as hair braiding, Henna Tattoo, selling of cultural items or souvenirs.

Please note: The **sale** of hot or cold food as a meal for immediate consumption is strictly prohibited in the Cultural Villages. However snacks or sweets that are prepackaged and prepared in a commercial kitchen and which meet food labelling standards may be permitted to be sold, please discuss with the Community Planning team before planning or preparing sold food and before the day of the Riverlights Festival.





FREE FOOD TASTINGS

This is an opportunity for you to share the culinary delights of your culture. Your community group is required to provide **200 free food tasting samples** to the public. The size of your tasting sample should be no bigger than a tablespoon serving size.

Your food tasting session will have an allocated timeslot for you to hand out your food sample. This timeslot will be provided to you prior to the festival. Please ensure you stick with your allocated time as this will be advertised in the Riverlights Cultural Passport.

The Shared Kitchen will be available at a set time for you to prepare your food tasting samples ready for your free food tasting session time.

To help you with your free food tasting, Maitland City Council will provide the following for collection at the Shared Kitchen:

- 200 x Small cups for the food sample
- 200 x disposable cutlery
- Napkins

The Shared kitchen will have the following equipment:

- Cold Storage facilities - fridge
- Heating equipment – microwave & gas cookers
- Hygiene facilities – handwashing



RIVERLIGHTS CULTURAL PASSPORT

The Riverlights Cultural Passport is a free souvenir booklet for the public with information about your culture, the event program and a map. We ask you to stamp passports as the public visit your cultural village. Maitland City Council will provide each Cultural Village the Riverlights Cultural Passports and a stamp.





FREE INTERACTIVE ACTIVITY

Share your culture by teaching songs or dance, playing games, demonstrating a traditional art or engage people through exciting cultural activities and displays, that the public can get involved with.

Any items needed to host your free interactive activity will need to be sourced by you.

Here are some suggestions:

- Making traditional arts and crafts *E.g. Japanese origami*
- Teaching dance moves *E.g. Sanjuanito dance from Ecuador*



RIVERLIGHTS FESTIVAL PROCESSION AND DISPLAY

One of the highlights for the night is the 'Riverlights Festival Procession'. We require at least two people to represent your culture in the Parade along with a procession display that will be created by your cultural group in the lead up to the festival. (Remember you must have three people in your Cultural Village at all times, so these two people are in addition). You are encouraged to wear traditional dress and/or play a traditional instrument, perform a few traditional dance moves as you join other cultures in the parade.

The Lantern Making workshops will be held at Maitland Regional Art Gallery on the following dates and times:

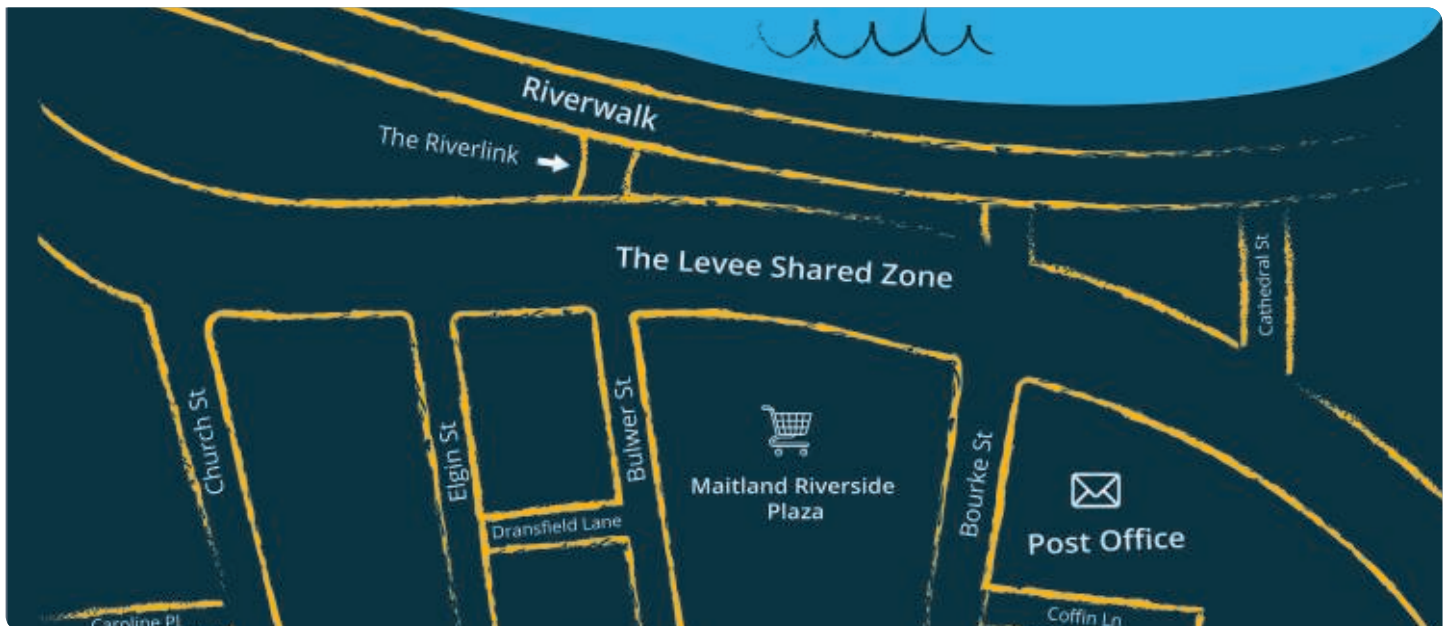
Wednesday 3 August 10.00am - 3.00pm

Wednesday 17 August 10.00am - 3.00pm

An artist will be able to help you create your lantern which will creatively represent your culture.



RIVERLIGHTS SITE



ENTERTAINMENT AND ACTIVITIES (OPTIONAL)

The Riverlights Festival is filled with the wonderful colours, sounds and sights of cultures from around the world.

The Entertainment and Activities program is a great way to connect with the community through performance, food cooking demonstrations, fashion and language in a family friendly environment.

Cultural groups can participate in the Riverlights Entertainment and Activities program through one or more of the following optional activities:



CULTURAL PERFORMANCE

(MC from group needed to introduce their performance)



FASHION SHOW

(MC from group needed to introduce their performance)



ENTERTAINMENT AND ACTIVITIES



EXPRESS YOURSELF IN YOUR LANGUAGE



COOKING DEMONSTRATIONS

CULTURAL PERFORMANCE AT THE WORLD STAGE

The World Stage is one of the festival's main focal points and will give groups the opportunity to share, for approximately five minutes, a piece of their culture, through dance, song or other cultural performance.

A spokesperson / MC from your group is invited to introduce the group, the performance and provide a short explanation.

Groups are permitted to perform up to two items. Performance time per item is a maximum of five minutes each.

Council will provide the following at the Community Stage:

- Performance space
- Access to PA system, including microphone and ability to play music
- Other sound equipment if required

We also ask that groups bring a symbol of their culture such as a flag to wave during the performance.

IMPORTANT: If music is a part of your performance you must provide a digital copy (MP3) of your music selection to the Community Planning Team by Wednesday 14 September. You are also asked to bring a spare copy of your music on a memory/ mp3 stick on the day.



FINANCIAL SUPPORT

Community groups wishing to contribute a Cultural Performance at Riverlights will be offered limited financial support of between \$50 - \$100. This financial support is to assist in the purchase of materials or to subsidise travel costs.



EXPRESS YOURSELF IN YOUR LANGUAGE

If you like poetry, writing stories, singing, rapping or sign language this is your opportunity to share your language in whatever way suits you best.

Please indicate on the form how you will choose to express yourself so we can make sure we have the appropriate equipment ready for your performance.





COOKING DEMONSTRATIONS AT THE GLOBAL KITCHEN

The Global Kitchen is an opportunity to do a cooking demonstration featuring traditional foods. Each group will be given a 30 minute time slot to cook their chosen food.

Maitland City Council will provide the following infrastructure for the Global Kitchen.

- Covered Kitchen space approx. 6m x 3m
- Demonstration Kitchen will include gas cook tops, microwave, conventional oven and fridge
- PA system with lapel microphone
- Food tasting equipment and volunteers to help manage the kitchen and distribute the food tastings to audience members
- A Kitchen Coordinator/MC to assist with speaking during presentations and audience questions



IMPORTANT: Community groups wishing to do cooking demonstrations must ensure they bring their own ingredients, cooking utensils, fry pans, pots, baking trays and tea towels clearly labelled with their name and phone number. Please allow your demonstration to cater for 35 small food tasting samples.

FINANCIAL SUPPORT

Community groups wishing to contribute a Cooking Demonstration at Riverlights will be offered limited financial support of up to \$50. This is to assist in the purchase of ingredients needed for your demonstration.



MULTICULTURAL FASHION SHOW

The Fashion Show is an opportunity to display the traditional dress of your culture. Community groups will need to provide details of their costumes. This information should include the occasions when the costume is worn, where the costume originates from and other interesting facts relating these clothes.

A spokesperson / MC from your group is invited to introduce the performance and provide a short explanation. We also ask that groups bring a symbol of their culture such as a flag to wave during the performance.

Maitland City Council will provide the following for the Fashion Show:

- A platform/catwalk for the fashion parade
- Master of ceremonies to conduct the fashion parade

IMPORTANT: Traditional costumes for the Festival fashion Show will need to be supplied by the Community group. If you would like any traditional music played as part of your fashion show you must provide a digital copy (MP3) of the song to the Community Planning Team by Wednesday 14 September.

You are also asked to bring a spare copy of your music on a memory/ mp3 stick on the day.





COMMUNITY PARTICIPATION AGREEMENT



Riverlights
Multicultural Festival

Please tick the activities your group will be contributing to the Riverlights Multicultural Festival this year and complete the relevant sections of the form to your activities.

CORE ACTIVITIES *(Please tick)*

<input type="checkbox"/>  Cultural Village	Please complete all questions in Sections 1 and 2
<input type="checkbox"/>  Riverlights Festival Procession and Lantern	Please complete 'Riverlights Festival Procession and Display' in Section 2

OPTIONAL ACTIVITIES *(Please tick)*

<input type="checkbox"/>  World Stage – A cultural performance or demonstration	Please complete 'A Cultural Performance' Questions 1 - 5 in Section 3
<input type="checkbox"/>  Global Kitchen – Cooking Demonstration	Please complete 'Cooking Demonstration on the Global Kitchen' Question 1-2 in Section 3
<input type="checkbox"/>  Festival Fashion Show – Fashion Parade	Please complete 'Festival Fashion Show' Questions 1 - 5 in Section 3
<input type="checkbox"/>  Express yourself in your Language	'Express Yourself in Your Language' Questions 1-3 Section 3
<input type="checkbox"/>  Community Fundraising	Please complete 'Community Fundraising' Questions 1 - 2 in Section 2
<input type="checkbox"/> Other – Suggest your own	Please complete 'OTHER' in Section 3

Groups only need to complete sections and questions for activities they have chosen to contribute to the festival.

The Community Planning Team is available to assist with completing this form. Please email community.team@maitland.nsw.gov.au if you require any assistance.

SECTION 1 - GENERAL INFORMATION (ALL GROUPS TO COMPLETE SECTION 1)

Name of community group:.....
(This is the name that will appear on the front of your Cultural Village and in the event programme). E.g. Maitland Thai Community

Approximately how many people are in your community and which suburb is your community based in?

MAIN CONTACT FOR YOUR GROUP

Name:.....

Position in Group (E.g. President, Secretary, Community Member):

Postal Address: State: P/Code:.....

Email Address:..... Mobile/Phone:

SECOND CONTACT FOR YOUR GROUP

Name:.....

Position in Group (E.g. President, Secretary, Community Member):

Postal Address: State: P/Code:.....

Email Address:..... Mobile/Phone:

Which Culture / Country are you representing?:.....
(This will also appear on the front of your Cultural Village and in the Riverlights Cultural Passport)

What is the approximate population of your country?.....

What is the Capital City of your country?.....

What is the main language spoken in your country?.....

Three short fun and interesting facts about your Culture/ Country (to appear in the Riverlights Cultural Passport):

1.

2.

3.

Please write the words below in your cultural language (in BLOCK capitals).

Name of Language.....

WELCOME: HELLO: THANK YOU:

SECTION 2 - CULTURAL VILLAGE

Please provide details outlining each component of the requirements for your Cultural Village. Please circle your answer.



CULTURAL VILLAGE

1. Can you commit to having at least three members of your group in your Cultural Village at all times during the event to run the activities? **YES** / **NO**

2. I understand our community is responsible for decorating our Cultural Village **YES** / **NO**

3. Will you have music playing in your Cultural Village? **YES** / **NO**

4. How will it be played? *E.g. live performance or cd/mp3*.....

5. Do you need access to power? **YES** / **NO**

(Please be aware access to power is limited. We encourage you to use battery powered appliances where possible)

6. Please outline the electrical appliances you will be using within your Cultural Village

APPLIANCE DESCRIPTION	QUANTITY	DO YOU NEED POWER FOR THIS ITEM?
Eg. Lights	1	Yes / No / Battery powered options

7. Any additional information:



FREE INTERACTIVE ACTIVITY

1. Name and description of free interactive activity. *Some examples inc. Nzango, a fun Congolese dancing game involving singing and jumping or Aboriginal Didgeridoo playing and dot painting or Grimms' Fairy Tales - German folktales with puppets and props.*

2. Will you be using music in your activity? **YES** / **NO**

3. How will it be played? *E.g. live performance or cd/mp3*.....

SECTION 2 - CULTURAL VILLAGE (CONTINUED)



FREE FOOD TASTINGS

1. Name of dish and description of **free to the public food tasting dish** (app. 200 tablespoon size portions) *E.g. Samki Harra, a Syrian dish with fish baked in a marinade of tahini, coriander, lemon, garlic, chili, and walnut*

2. Is your dish served hot or cold? YES / NO

3. Will you require cutlery for the public? YES / NO

If Yes please specify Spoons/Fork/Other.....

4. Will you require access to the Shared Kitchen to prepare your Free Food tastings? YES / NO

5. Please circle the equipment you need access to: Microwave (1200W), Steamer, Oven, Gas burner cooktops, Coolroom (Fridge)

6. Will you be preparing any of it offsite and then bringing it to Riverlights? If so, please explain



RIVERLIGHTS FESTIVAL PROCESSION AND LANTERN

1. I understand that our community will need to have two people represented in the Riverlights Festival Parade near the end of the festival YES / NO

Lantern Making Workshops will be held Wednesday 3 August 10.00am - 1.00pm and Wednesday 17 August 10.00am - 1.00pm at Maitland Regional Arts Gallery. Please indicate which session you would like to attend.

Wednesday 3 August 10am - 1pm

Wednesday 17 August 10am - 1pm

Please note: You are able attend both sessions if you do not have time to finish making your lantern in the first session.



RIVERLIGHTS PASSPORT

1. I understand the public will visit my Cultural Village with the Riverlights Cultural Passport and will be requesting a stamp.

The stamp will be provided by Council and will need to be returned at the end of the event. YES / NO



COMMUNITY FUNDRAISING ACTIVITY (OPTIONAL)

1. Will you be doing a fundraising activity within your Cultural Village? YES / NO (If yes, please provide details below)

Name and description of items or activities for fundraising. *E.g. Polynesian tribal tattooing, a Maori tradition from New Zealand*

2. Approximately how much will you charge for this activity? *E.g. Henna Art – Small design \$15*

SECTION 3 - OPTIONAL ACTIVITIES

CULTURAL PERFORMANCE ON THE WORLD STAGE

1. How many five minute cultural performances would your group like to do at Riverlights? **ONE** / **TWO** (Max of two)

Name of songs and/ or dances/ or traditional sports/ or martial art and brief description of its meaning. E.g. *Jaipong Dance – a traditional dance from the city of Bandung in West Java, Indonesia*

2. Please provide the the name and contact of the community member organising your group/ performance?

Name:..... Mobile:..... Email:.....

3. How many performers in total will be on stage?

4. What are you bringing as a symbol of your culture? E.g. *flag*

5. What other equipment will you be bringing with you for your performance?

IMPORTANT: If recorded music is part of your performance you must provide a digital copy (MP3) of your music selection to the Community Planning Team by Wednesday 14 September. You are also asked to bring a spare copy of your music on a memory/ mp3 stick on the day.

COOKING DEMONSTRATION AT THE GLOBAL KITCHEN

1. Would a person in your community like to do like to do a cooking demonstration in the Global Kitchen? **YES** / **NO**
(If yes, please write details below)

Name of dish and any other information about its origin. E.g. *Waffeln from the region of Bergisches Land, Germany – These are crisp and light waffles, heart shaped, and served with cherries, cream and optionally rice pudding*

2. Please circle the equipment you need access to: Microwave (1200W), Steamer, Oven, Gas burner cooktops, Coolroom (Fridge),

other:

3. Please provide the name and contact of community member providing demonstration, as they will be contacted by the Global Kitchen Coordinator.

Name:..... Mobile:..... Email:.....

FESTIVAL FASHION ON THE WORLD STAGE

1. Would you like to participate in the Festival Fashion Show? **YES** / **NO** (If yes, please write details below)

Please include information regarding the type of clothing, where it originates from and other useful information. E.g. *In the history of clothing the Sari is traced back to the Indus Valley Civilisation. Chanderi sarees are made of pure silk, chanderi cotton and silk cotton.*

2. When is the costume worn and where does it originate from?

3. How many models in total will be on stage?

4. What are you bringing as a symbol of your culture? E.g. *flag*

5. How many people from your community will there be in the fashion parade?

IMPORTANT: If music is a part of your performance you must provide a digital copy (MP3) of your music selection to the Community Planning Team by Wednesday 14 September. You are also asked to bring a spare copy of your music on a memory/ mp3 stick on the day.

COMMUNITY PARTICIPATION AGREEMENT

SECTION 3 - OPTIONAL ACTIVITIES (CONTINUED)



EXPRESS YOURSELF IN YOUR LANGUAGE

1. Would you like to do one (or more) of the following:

- Recite Poetry in your language
- Tell or read a story in your language
- Sing a song or rap in your language
- Sign in your language

Other:

2. Name of language.....

3. What will you need?

- Microphone
- Space for dancing
- Board for writing
- Other:

TERMS AND CONDITIONS OF PARTICIPATION

I agree to abide at all times by the Riverlights principles of tolerance, friendliness and respect.

I will discuss my community group's planned contribution with event organisers and my community as a whole.

A community coordinator from your group will be appointed and attend planning meetings (Community Committee).

Our group will decorate our Cultural Village to best represent our country/culture and will have a minimum of three community members at any one time to run the stall.

Our Cultural Village will provide a free interactive activity for the full duration of the event.

Our group will provide and serve 200 tablespoon size samples of typical food from your culture to serve at the free food tasting time.

Our community will discuss and plan any fundraising activity with the Community Planning Team and understand the sale of meals at our Cultural Village is prohibited unless approved by Council.

Our group will abide by the designated time slots for the Free Food tasting and use of Shared Kitchen.

Our community will provide a member of the group to attend a free Food Hygiene Course (if requested).

Our culture will be actively represented in the Riverlights Festival Parade by at least two of community members.

Our group has nominated to participate in providing a cultural village and the declared activities on the Community Participation agreement.

Our group agrees to spend the financial support funds provided by council only for the specific designated purposes, as stated on pages 4, 8 and 9.

- I have read and agree to the above listed terms and conditions.

Name: (In Block Capitals)

Signed:

Date:

Please return a signed and completed copy of your form to:

Culture, Community and Recreation Team

Email: community.team@maitland.nsw.gov.au **Post:** PO Box 220, Maitland NSW 2320

Deliver: Maitland City Council, 1/12 Ken Tubman Drive, Maitland NSW 2320



PARTICIPATING COMMUNITIES: FINANCIAL SUPPORT FORM

TAX INVOICE

ABN 11 596 310 805

One form per group

Closing Date: Monday 15 August 2022

8 October 2022

3.00pm - 9.00pm

APPLICANTS DETAILS

Applicants Full Name (Contact):	<input type="text"/>		
Organisation Name:	<input type="text"/>		
Address:	<input type="text"/>		
Town/City:	<input type="text"/>	Postcode:	<input type="text"/>
ABN:	<input type="text"/>		

Contact Details / return as part of the Community Participation Agreement to:

Riverlights, Community & Recreation Services, PO BOX 220 or deliver to 1/12 Ken Tubman Drive, Maitland NSW 2320

SUPPORT PAYMENT CALCULATION

DESCRIPTION	AMOUNT
Cultural Village - <i>Up to \$250</i>	
Cultural Performance and/ or Fashion Parade - <i>Up to \$100</i>	
Cooking Demonstration - <i>Up to \$50</i>	
GST (Not registered for GST)	
Total:	

Please provide an invoice to Maitland City Council for the claimed amount and send to community.team@maitland.nsw.gov.au

ACKNOWLEDGEMENT

By signing below our group agrees to spend the financial support funds provided by Council, only for the specific designated purposes.

Signature _____ Date: _____

OFFICE USE ONLY

C/O address: Yes/No