

Reorua Event Checklist



This checklist aims to support groups that are organising an event to incorporate reoruatanga (bilingualism) in their kaupapa (event).

Rotorua Reorua, initiated in August 2017, is led by Te Tatau o Te Arawa. As part of advancing the city and district’s bilingual journey Te Tatau o Te Arawa offers the following recommendations to support you to develop a reorua event.

Task	Details	Yes	No	Notes
A dual event name in English and Māori or a single event name in Māori.				See page 2 for advice to consider. A guide around bilingual signage, published by Te Puni Kōkiri, can be found HERE .
Include te reo Māori in the programme for the event.				See page 2 for advice to consider.
Reo Māori / Reorua signage (for wayfinding / stalls / facilities etc) should be posted around the venue.				The Māori Language Commission provides an array of resources including a list of basic signage to help you with your event. You can find that HERE . A guide around bilingual signage, published by Te Puni Kōkiri, can be found HERE .
Event should have at least one MC who’s able to host in both English and Māori.				A register of reorua MCs and Guest Presenters can be found HERE .
Event organisers/ volunteers are encouraged to use te reo salutations while organising hui as well as at the event.				The Māori Language Commission has developed a wealth of reo Māori collateral to help people. Check out some handy mihimihi HERE . You can use these in the office or at the event.
If stall holders are included in event, organisers should encourage stall holders to use basic reo Māori including salutations.				Check out some useful greetings on page two HERE that you can use at the event. This document has been created by the Māori Language Commission.
Organisers may wish to consider approaching an independent reo Māori interpreter/ translator for support. (This may incur fees)				A register of Te Arawa translators can be found HERE .

Te Tatau o Te Arawa, may in some cases, be able to provide support to your event. This may include providing a small pūtea (funding amount) to the event, supporting you with reo Māori advice or putting you in touch with others who may be able to help you.

NAMING OF EVENTS | ACTIVITIES

How to find a reorua name.

Important to remember:

- The name reflects the purpose of your event
- The event may reflect a time of the year or represent a group of people
- You might think about using a Māori name with an English tagline or description.
- Seek advice from a member of the reo Māori interpreters/ translator register, reorua MC register – available on the Rotorua Reorua website. Or have a chat with Te Tatau o Te Arawa, or Te Puni Kōkiri to help you during the event planning stage
- Where Māori and English languages are used, it's important that the reo Māori is featured well or at least given equal status to English. Some examples follow:

EXAMPLE – EVENT|ACTIVITY NAMES – Reorua and/or with Te reo Māori integrated

 <p>INDIGENOUS ARTS FESTIVAL</p>		
<p>Event Name in te reo Māori with tagline in English</p>	<p>Event Name with brand in te Reo Māori with description and tagline in English.</p>	<p>Integration of kupu Māori into Event Name</p>

EXAMPLE – REORUA PROGRAMME ELEMENTS

Ngā Whakaritenga Programme	
<p>Wā Time</p>	
<p>12pm – 12:30pm</p>	<p>Whakatau Welcoming ceremony</p>
<p>12:30 – 1pm</p>	<p>Mahi toi Visual Arts</p> <p>Te Tatau o Te Arawa members display their mahi toi and reveal the hidden messages of mātauranga (knowledge) their work holds.</p>
<p>1pm – 2pm</p>	<p>Taupatupatu Debates</p> <p>We find out who are masters at debate.</p>
<p>2:15 – 3pm</p>	<p>Whare Tapere Theatre</p> <p>Rotorua is home to many talented artists, who bring us a new production called, Rotomoana.</p>
<p>3 – 4pm</p>	<p>Whakataetae kapa haka Māori performance competition</p>

	Which rōpū (group) are you supporting?
4pm – 4:30pm	Wā tuku taonga – Kapa Haka Prizegiving – Kapa Haka Karakia whakakapi Closing ceremony