

Reorua Event Checklist

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

As part of advancing your town/ city/ district’s bilingual journey, this checklist offers the following recommendations to support you to develop a reorua event.

As a leader of reoruatanga in your centre, you may in some cases, be able to support the event. This may include providing a small pūtea (funding amount), supporting with reo Māori advice or putting groups/ individuals in touch with others who can help

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.				As an example, Te Te Tatau o Te Arawa has developed this 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 mihi 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 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)				Te Tatau o Te Arawa has developed a register of Te Arawa translators, licenced by Te Taura Whiri i te reo Māori, can be found HERE . You can see the country’s full translator database HERE .

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 Maōri name with an English tagline or description
- Seek advice from a member of the reo [Māori interpreters/ translator register](#),
- develop a reorua MC register such as the [example initiated by Te Tatau o Te Arawa](#) or consider having a chat with Te Puni Kōkiri during the event planning stage
- Where Māori and English languages are used, it's important that te 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



ARONUI- Event Name in te reo Māori with tagline in English



HEI TUANUI, HEI WHARIKI
Event Name with brand in te Reo Māori with description and tagline in English.



TATTOO HUI - Integration of kupu Māori into Event Name

EXAMPLE – REORUA PROGRAMME ELEMENTS

NGĀ WHAKARITENGA PROGRAMME	
Wā Time	
12pm – 12:30pm	Whakatau Welcoming ceremony
12:30 – 1pm	Mahi toi Visual Arts Display mahi toi and reveal the hidden messages of mātauranga (knowledge) in these works.
1pm – 2pm	Taupatupatu Debates We find out who are masters at debate.
2:15 – 3pm	Whare Tapere Theatre Your rohe is home to many talented artists, who bring us a new production called, Rotomoana.
3 – 4pm	Wā tuku taonga – Kapa Haka Prizegiving – Kapa Haka Karakia whakakapi Closing ceremony