



S C R E E N T I M E

MARAE DIY - SERIES 8 ITS TIME TO APPLY...

Tena ra koutou

Nga maaturuturunga roimata a ratou kua anga atu ki tua o paerau. Tenei ano ra te mihi ki a koutou e whakakii ake nei i te puna aroha, te puna e kore e mimiti, te puna e whai ora ai nga maataawaka, nga iwi, nga hapu, nga marae huri noa i Aotearoa whaanui tonu.

Tihe i winiwini, tihei wanana, tihei ki te whei ao ki te ao marama, tihei mauriora.

INTRODUCTION

Every year hapu throughout the country fundraise, are given Lotteries grants or apply to various trusts for funding to do up their marae. In the series seventh year we completed our 50th marae which is a huge accomplishment for a show of this caliba and we intend to continue lending a hand to make your precious putea go a little further – through building and landscaping expertise and sponsorship of materials and equipment.

The programme gives viewers an insight into experiencing life in communities all over New Zealand, through the marae and through its people.

We're seeking tono from marae around the motu for the eighth series of the show. While this series has yet to be commissioned we are seeking applications now in preparation and to ensure that we meet the optimal summer season for filming.

APPLICATION PROCESS & KEY DATES

Do you want to be a part of Marae DIY?

Putting together an application is a big job! Marae DIY needs the support of lots of people from the marae. Kuaia, historians, builders, painters and a marae coordinator all bring the project together on and off camera. In this document you'll find out what's involved as well as what information we need from you in your full application.

Expression of Interest

The first step is to *let us know you are keen*, tell us broadly what work you'd like done and what sets your marae apart from other tono – this is the **Expression of Interest, fill out and send in immediately.**

Full Application due by Thursday 30th September 2010

The second step is to send a full application that contains, key contacts, resumes, your story and more - this is the **Full Application due by Thursday 30th September 2010.**

While you're preparing your full application, our team will be assessing the expression of interests to ensure we have a good representation of hapu and regions as well as a good range of DIY work. It's possible we may contact you during this time to gather more information.

Selection – successful applicants will be contacted during **October 2010**, *unsuccessful applicants will be contacted during November 2010.*

APPLICATION PROCESS & KEY DATES

Availability – availability is an important consideration. If your application is one of the successful marae selected the production team will meet with you either October, or November 2010 to go over plans & finalise commitments.

At this stage filming will take place between Feb – April 2011.

POST or DELIVER YOUR APPLICATION TO:

Marae DIY –

Series 8

Screentime Productions

Attn: Sam Booth

PO Box 90530

Auckland Mail Centre

OR email direct to: maraediy@screentime.co.nz

Full applications must be received no later than . . .

- **Expression of Interest:** As soon as possible
- **Full application:** **5pm Thursday 30 September 2010**

EXPRESSION OF INTEREST 2010
Marae DIY – Series 8 - SEND: As soon as possible

Please fill in all details and return to: maraedi@screeentime.co.nz; or fax to: 09 307 8885 or, post to: Marae DIY, Series 8, Screeentime Ltd, c/- Sam Booth, PO Box 90530, Auckland Mail Centre, Auckland.

DATE		
NAME		
MARAE		
MARAE ADDRESS		
PHONE		CELL:
EMAIL		
HAPU		
IWI		
NAME OF WHARENUI		DATE IT WAS BUILT?

What makes your marae unique? Briefly, tell us what makes your marae unique: eg historical events, well-known or interesting people within your hapu/community, special activities/sports, traditional kai etc.

What are your DIY priorities? Tell us broadly what your priorities are– don't forget you must include an area for landscaping. Detailed information on the resources available to you need to be included in the full application. Marae putea and resources will impact what areas are completed in a marae DIY. *Please remember to **enclose photos of your marae & the DIY priority areas.**

	AREA	BRIEF DESCRIPTION
	Eg: waharoa	There is no waharoa at the moment – we'd like one built
1		
2		
3		
4		
	Marae Contributing Putea	

Availability dates? Once you have completed a full application, and if your marae has been selected our film crew will visit your marae October or November to go over and finalise plans, meet key people, and discover your marae.

Makeover shoot? Makeovers take four days, and happen from Thursday to Sunday between Feb – April 2011. Are you able to meet this timeframe? Yes / No

While you are preparing your full application our team will be assessing expressions of interest – it is possible that we may contact you during this time for more info. In the pages below there are details on what information we need in a Full Application.

For your marae to continue to be considered further, send us your complete application no later than 5pm, 30 September 2010

MARAE DIY

FULL APPLICATION INFORMATION

DUE BY: 30 September 2010

STRENGTHEN YOUR TONO

- Please provide detailed information in your application of:

DIY INFORMATION

- **THE WORK AND RENOVATIONS:** What work needs to be done,?
- **BUDGET:** Approximate and forecasted costs where possible for materials, trades-people, transport and equipment
- **AVAILABLE RESOURCES:** What resources you have access to for this particular part of the project. *This is detailed information expanding on the info provided in your expression of interest.*
- **PHOTOGRAPHS AND OR VIDEO FOOTAGE:** Send us photographs or video footage of each of the DIY areas you would like us to consider, including the marae area and other areas that could be landscaped. *Please advise if you have done this in your expression of interest*
- **BUILDER:** Please include a short CV and references for your builder
- **PAINTER:** Please identify the name & references of your whanau painter
- **MARAE COORDINATOR:** Please include a short CV outlining the skills and attributes the marae coordinator will bring to the project as well as a short statement from them as to what they hope to achieve from taking on this role – why they're keen to do it.
- **OTHER POINTS OF INTEREST:** Please provide any additional information that may be of interest to us and that make your marae unique. eg any special event coming up, include your traditional kai, activities/sports at the marae or in your community, historical events, well-known or interesting people within your hapu/community.
- If whanau, hapu or iwi members have been involved in the programme at other marae and will be helping to organise your DIY – let us know.
- **THREE KUIA:** have you identified three kuia that can be whisked away from the marae for their own special make over? Can you tell us who they are?
Kuia must be available over the dates of the shoot.

- **MARAE HISTORIAN:** have you identified who will tell your marae's story on camera for us? (there may be more than one). Tell us who they might be?
- **SUB COMMITTEE:** have you identified who is in your subcommittee – if you can provide us with their details.

KEY ROLES

Below is the information that will help you select all the key people involved and outlines what each position is responsible for.

MARAE COORDINATOR (MC)

The role of the marae coordinator is crucial to the success of the project as they are the link between the production and the marae.

A commitment of 5-10 hours/week in the early stages of production through to 10-20 hours a week (largely spent gathering information, securing resources and meeting with the hau-kainga) 2-3 weeks out from the actual shoot. The MC is needed to be available full-time on the week of the shoot to work alongside the production team and the hapu.

- **The MC must have access to the internet, email and telephone during work hours.**

The MC **WILL BE on camera**, – if not one of the other sub-committee who have their head around everything will be asked to answer the questions on camera.

Responsibilities include:

- Overseeing the resourcing and scheduling of the DIY alongside the production team
- Managing the budget for the project
- Working with the production team to complete the plans for each part of the DIY
- Seeking sponsorship and koha for materials, equipment and tradespeople
- Providing and/or referring the production team to people who have information about the marae, its people or the community in order to make the programme
- Providing a vital link between the production team and marae so everyone's on the same page

SUB-COMMITTEE

Usually two or three additional people (possibly the chair and/or secretary) who can work closely with the marae coordinator and builder to ensure a successful DIY – on time and on budget.

It's advisable that one person is responsible to oversee the following areas:

- Landscaping
- Each trade required at your DIY (eg painting, electrical, plumbing, earthworks)
- Kai
- Transport (for materials, kai, equipment etc)
- OSH
- Looking after the three kuia who will receive a makeover

BUILDER

While there may be a number of building teams, **one experienced/qualified builder** from each marae needs to have an overview of all the carpentry work that's being done at the marae. This person will work closely with our builder to coordinate the plans, resources and schedules needed to complete the DIY on time and on budget.

They're required to be at the marae during the recce (initial visit from the production team to design the plans) and **on site for all four days of filming**. They'll also need to put in approximately five hours of work a week over a 2-3 week period leading up to the DIY and be responsible for ensuring everything that's ordered is accounted for prior to filming.

PAINTER

A painter must be at the recce to measure any potential areas that require painting. They must also be available during the 4 –day shoot. And liaise directly with the production for any paint quantity requirements.

ARTIST

Each marae is asked to submit an idea for one art project to be incorporated into the DIY. This could be anything from carving and weaving to a sculpture, mural or design in the concrete or marae area.

HISTORIAN

Each marae needs to submit one person to be interviewed by the presenter in Maori about the history of the marae. The historian will be on camera.

THREE KUIA

Three kuia from the marae need to be selected to receive a makeover – and yes you really do need to stay away from the marae for the duration of the DIY! They'll be interviewed (preferably in Maori) on the first day, we'll farewell them on camera and on the last day they'll receive a makeover from our stylist before returning to the marae for the big reveal.

BUDGET

Once the plans and budget have been approved by the marae, the full costs associated with the renovations and landscaping will need to be paid **two weeks prior** to the commencement of the filming for the show with earlier payments being required to book material and start pre-builds etc.

This will allow us time for everything to be delivered, the marae builder to ensure everything is on site prior to filming and for any further resources required to be organized to eliminate the bottle-neck affect during the four days of the DIY.

It will also minimize budget blow-outs so that the marae knows exactly how much patea they have left prior to the DIY starting. It's critical too that one person from the marae have the authority to approve any additional spending and this is made clear to everyone on the site to avoid unexpected bills later down the track.

To give you some idea, each of the 50 marae to date has contributed an average of about \$35,000 to the project and many have saved anywhere between \$20,000 and \$100,000 in discounted and free materials, equipment and skilled workforce.

The production covers the cost of its team of about six people who secure the sponsorship and coordinate and manage the massive building and landscaping projects. The production also provides a small koha to each marae and along with other monetary donations from the iwi and wider

community as well as koha of kai and labour, it all helps each marae channel their putea into the renovation and landscaping projects to fulfill their two, five, even ten year plan over the course of just four days.

The bottom line of how much each marae ought to set aside depends on a large number of factors – and can include:

- a) what resources the marae has access to (tradespeople, machinery, equipment or natural resources such as ponga and rocks
- b) what sponsorship can be generated
- c) what work is to be done on the marae – eg building something new vs a renovation. The following is an idea of costs:

- **Landscapers Costs:** The cost of the landscaping services is shared between the production company, the marae and our landscaper – who kindly koha's a lot of his personal time and resources into the project.
- **Builder Costs:** The production company will share the costs of its own full-time project manager/builder (ie they are separate from the builder the marae provides), as well as sponsorship person and DIY coordinator.
- **Marae Coordinator:** Some marae have acknowledged the work that's required for this role by setting aside a putea to contribute to the marae coordinator's time as well as an allocation for costs, such as toll calls and petrol reimbursements.
- **Contingency:** It's advisable each marae set aside a minimum of 10% of the budget as a contingency for the DIY. Putea also needs to be considered for incidentals, kai, transport, building consents etc.

MANDATE

Being the marae coordinator or on the subcommittee is a tremendous responsibility. It's crucial that all the key roles outlined above are given the mandate and sufficient parameters by the hapu to make decisions quickly about the DIY.

Often times they won't have time to consult everybody and it's important that everyone understands and acknowledges what a huge responsibility the marae coordinator and subcommittee in particular have taken on and more importantly that they are supported.

Not everyone will like the colour chosen for the doors in the new toilets, or will agree that a courtyard be included beside the wharekai – but that's not what this kaupapa is about.

Knocking out your ten year plan in just four days – that's what counts. Meeting whanau from all over the country and overseas who've come home to be a part of it, reminiscing about people you love who've passed on or sharing and learning more about what makes your marae and hapu so unique, that's what this show was designed to bring out. The whakawhanaungatanga and kotahitanga that's present during the four days of Marae DIY is extraordinary and proves that when our people come together for a common purpose, **anything** is possible.

FREQUENTLY ASKED QUESTIONS

Does everyone have to appear on camera?

Because the marae coordinator is the most knowledgeable person about the DIY from each marae, it's our preference to interview them on camera. If, however, they are too whakama, they can put forward someone else who can speak authoritatively about the DIY. No-one is *forced* to be on camera, however, our team can be very *persuasive*.

How many people should we be aiming to have working each day?

Tonnes, think of it like a huge working bee, there's always a lot of work that can be done by people regardless of whether they're skilled labour or not.

Does the filming affect the DIY schedule?

Absolutely.

It's very much a pressure pot situation in that every breakdown you have on a regular building site – eg not ordering enough paint or timber, ordering the wrong product, deliveries being missed/wrong materials being delivered, the weather, etc happen on each shoot. But instead of being spread out over say four weeks – they happen over the course of four days. Add to that the production's need to down tools or turn off all the machinery in order to film an important interview or piece for the show to link everything together and it can be frustrating. The upshot is that people have to be flexible, resourceful and patient. Remember at the end of it you'll have an invaluable programme and resource for generations to come.

Do we have to feed everyone?

So far all of the marae have provided kai throughout the day and dinner in the evening for the kaimahi.

How long are the days?

Each DIY is different, but work generally starts around 8am and finishes about 7pm. Having said that, there are often a lot of specialized jobs that are done outside these hours (eg laying concrete before it gets too hot) particularly in areas such as kitchens and bathrooms where a number of trades have to be coordinated and can't afford to hold up the next stage of the process.

Are tamariki allowed at the marae during the DIY?

While we encourage our tamariki to be involved as much as possible – this is something they'll look back on in years to come, that the marae site will be considered a construction site during the renovation process and therefore safety of all including children has to be a primary consideration. It is advisable that one person is made responsible for helping ensure Health and Safety issues are addressed and no-one's hurt during the DIY.

Do we have to have landscaping done?

Landscaping is not usually a priority on everyone's list. However, landscaping is what sets the marae we've been involved in apart from most others in the country, it provides for a great wow factor on the show because the transformations are pretty spectacular and it's something that a lot of people can do at the same time without falling over one-another, so it's an essential part of our show.

Can people stay at the marae during the DIY? Ae.

When will the programme be on air? This is determined by the Broadcaster however we advise all marae once the production company has been given confirmed screening dates.

**MARAE DIY
FULL APPLICATION – TOP SHEET
DUE: 5pm 30 September 2010**

Please include this top sheet with your full application

NAME OF MARAE: _____ **DATE:** _____

ADDRESS: _____

HAPU: _____ **IWI:** _____

CONTACT: _____ **PHONE:** _____

NAME OF MARAE COORDINATOR: _____

HM: _____ **WK:** _____

CELL: _____

EMAIL: _____

NAME OF BUILDER: _____

HM: _____ **WK:** _____

CELL: _____

EMAIL: _____

KUIA NAMES: please give us a brief sentence on the what makes each kuia special.

- | | |
|----------|---------------------|
| 1. _____ | Fluent in Maori Y/N |
| 2. _____ | Fluent in Maori Y/N |
| 3. _____ | Fluent in Maori Y/N |

Historian name & ph #: _____

Painter name & ph # : _____

Concrete layer name & ph #: _____

Plumber name and ph #: _____

Electrician name and ph #: _____

Name of Wharenui	
When was the marae built?	
Who built it?	
Is there any special story around why it was built?	
When was it opened?	
Who is the Marae named after?	
Are there any special or unique events that occur at your marae, (i.e weaving wananga, tourism attractions)	
Is the marae famous for anything?	
What tribal kawa/tikanga does your marae follow?	

What are the myths or legends in your area?	
Big events that happen in the area/town/community.	

DIY PRIORITIES: (expand on details you provided in the Expression of Interest)

Tell us what your priorities are– don't forget you must include an area for landscaping. Detailed information on the resources available to you should be included here. Marae putea and resources will impact what areas are completed in a marae DIY.

	AREA	BRIEF DESCRIPTION	EST COST (approx)
1			
2			
3			
4			
		Total Marae Putea	

Please note one of these areas must be landscaping.

MARAE DIY FULL APPLICATION

CHECK LIST

Please make sure your application includes the following:

- Provide a brief history of the hapu and marae
- The points of interest that make your marae & location unique
- Provide as much detail as possible about what work you'd like done in each of the five priority areas (outlined in the cover page, with photos).
- A list of the trades-people within the hapu or wider community who would be prepared to koha their time during the DIY.
- A list of natural resources the marae has access to (eg rock, ponga).
- A list of other equipment and materials the marae could access through contacts within the hapu.
- The marae putea you can contribute to the DIY
- The name and CV of your builder
- The name and skills of your marae coordinator
- Preferred date for filming (between Feb and April)
- A list of potential sponsors from within the hapu/rohe/Aotearoa.

Have you thought about:

- Who your three kuia will be?
- Who will be your marae historian?
- Who is going to be in your subcommittee?

*NB: Don't forget to read "**strengthening your tono**"*

Please post/email your applications to:

ScreenTime Ltd
Marae DIY Series 8
c/- Sam Booth
PO Box 90530, Auckland Mail Centre,
Auckland

All applications must be received no later than 5pm Thursday 30th September 2010.

*Hurua to maro,
Ki te kakau o nga okewa me pupuri,
Kia kotahi te piu, kia kotahi te maapu, kia kotahi te otinga.*