

## Best Practices

# Festival of Cultures

The Festival of Cultures is an event dedicated to the discovery, promotion, and exchange of the world's different cultures. Through artistic, musical, culinary, and craft activities, this festival highlights the cultural diversity that shapes our societies.

Organized in a spirit of tolerance and openness, the festival provides everyone with the opportunity to express themselves, share their traditions, and discover those of others. It serves as a true bridge between peoples, promoting encounters, intercultural dialogue, and coexistence.

Whether through performances, exhibitions, gastronomic stands, or participatory workshops, the Festival of Cultures is a significant moment to celebrate the richness of cultural identities in a festive, educational, and friendly atmosphere.

## Objectives

- Discover other cultures through music and gastronomy.
- Promote exchange, sharing, and sociability between people from different communities, cultures, and countries.
- Contribute to intercultural living together on a local level.
- Promote social and cultural exchange and support interaction between different social classes by creating accessible, convivial moments for all (free concerts and participatory workshops).



## Methods

- Develop a concept for the festival and the offers to be provided.
- Set the weekend date one year in advance.
- Create a retro planning.
- Launch a call for applications for associations wishing to operate gastronomic stands.
- Launch a call for applications for local artists.
- Launch a call for applications for workshop stands and workshops.
- Select the artists and compile the program while ensuring that music and shows from diverse cultures and countries are included.
- Select the gastronomic stands while ensuring the diversity of the offer in accordance with participation criteria.
- Promote intercultural encounters during the festival: create spaces to sit, offer free workshops.
- Ensure accessibility for all on a social level by offering the event for free (except gastronomy).
- Ensure appropriate communication and publicity for the event and its target audience.
- Validate certain preparation stages with the municipal council.
- Involve the living together commission in certain steps of the processes.
- Ensure a varied musical program suited to the time of day.

## Budget

- Artists
- Workshops and stand fees.
- Technical equipment for the main stage with personnel.
- Deposit: Bar, drinks, accessories.
- Advertising and posters.
- Accommodation and transport for artists.
- Security services and other services.



## Materials

### *Various materials:*

- Mobile toilets and accessible toilets (PMR).
- Mobile stage.
- Cable bridges.
- Audio equipment, instruments, and “Backline” (depending on technical needs of the artists).
- A backstage area.
- Various tents.
- Fire extinguishers and first-aid kit.
- Vauban and/or Heras barriers as needed.
- Cup system, glasses for the reception.
- Various trash bins and Valorlux bags.
- Buckets for frying oil.
- Small cleaning materials.
- Bar(s).
- Benches and tables.
- Coolers with drinks.
- Several metal boxes with keys.
- Cash register float.
- PC and printer nearby.
- Walkie-talkies for the team.

### *Labor Needs:*

- Responsible persons: 3 people.
- Central bar: 4-5 people present at the same time.
- 4-5 additional people for various tasks (backstage, artist support, cash management for the bar, parking management, microphone announcements, artist drivers).

## Periodicity

Annually, for one weekend.



## Evaluation indicators

- Feedback from visitors.
- Feedback from the involved associations.
- Feedback from the involved artists.
- Feedback from external service providers and other municipal services.

## Practical advice - DO's

- Have a detailed retro planning with all the remaining tasks.
- Divide the budget into different categories.
- Plan a budget for advertising.
- Organize meetings with the associations, clarify all organizational details with them, and provide tips to new associations.
- Gather information about the stands' electricity needs and other requirements.
- Sign contracts with the artists, even for small groups.
- Communicate very precise details about setup, operation, teardown, and performances for all participants.
- Ensure a sufficient cash float.
- Conduct debriefings with the teams involved to improve the organization over the years.
- Involve the living together commission in various tasks during the festival (bar, artist drivers, backstage management, bar sales, parking management, etc.).
- Plan for security services during the night if the event lasts several days.

## Practical advice - DONT's

- Avoid starting planning too late.
- Avoid delays in the music program.
- Do not favor associations or groups that are not from the region/locality.
- Do not make exceptions for stands (renting equipment, selling other products, etc.) to stay fair to all.



## Contact person/Possible partners

More information: Department of Living together in Differdange: [Vivre ensemble | Ville de Differdange](#)

Preferred partners :

- Living together commission.
- Cultural associations
- Artists from various cultures, both national and international
- Various external service providers for materials

