

Top Ten Tips for the Festival of Trees

- 1.** Read through this kit or visit the Festival of Trees website (Chaperone Webpage) for detailed information on your Festival of Trees day. We endeavour to ensure you and your readers have a fun, safe, and exciting day at the Festival, and we have prepared this information for you to do so. On the day of the event, please check the website or mobile app for the most up-to-date information, as the schedules in this kit are subject to change.
- 2.** Make sure you have your wristbands. Everyone onsite **MUST** wear them onsite at all times. You should receive them in the mail from Harbourfront Centre. If you haven't, contact Harbourfront Box Office. *If you do **NOT** have wristbands for yourself and your readers, you will be turned away from the event.*
- 3.** Write your cell phone number on your readers' wristbands. Please tell your readers that if they get lost to go to a meeting point you've designated **OR** they can come to the Operations Tent with the red balloons. OLA Staff will phone the cell phone number on their wristband to get in touch with their adult chaperone.
- 4.** We encourage teachers/library staff/chaperones to plan out a "meeting spot" or a way of making sure readers can reconvene periodically throughout the day. School uniforms, specific t-shirt colours, or even something that can be held in the air for readers to see you can sometimes be helpful.
- 5.** The Festival of Trees will be happen rain or shine. Please ensure that your readers have enough sunscreen and anything else necessary to protect them from the sun. If it is raining, they will need to walk through the uncovered areas to get to different activities, so please strongly encourage that everyone is prepared. The temperature can often be 10 degrees cooler at Harbourfront Centre, near Lake Ontario. Please make sure your readers are dressed warmly, even if the sun is shining.
- 6.** If you have presenters or sign carriers in the award ceremonies, please ensure they are backstage of Concert Stage 20-30 minutes before the ceremony. Please look for the sign that says "Presenters/Sign Carrier Sign In."
- 7.** Festival day does not begin until 9:45 am. The formal event starts promptly at 10 am. We strongly encourage that you do not show up well in advance, as the venue will not yet be entirely set up before 9:45 am.
- 8.** Get involved in all the activities at the Festival of Trees! It can feel overwhelming the amount of things to do at the Festival in such a short amount of time. We suggest that you talk with your readers and see which workshops and author autographing sessions they would like to do. The schedule is available online at forestfestivaloftrees.ca, through our mobile app (available on Apple and Google Play), and through PDF downloads (Please note: the schedule is subject to change. Please visit the website or the app for the most up to date information). Make sure to attend the award ceremony for your program, and visit all of our exhibitors, games, and activities.
- 9.** Workshops at the Festival are a wonderful experience for all of those attending. Please be mindful of the fact there is limited space and seating will happen on a first come first served basis. The rooms/tents the workshops/programs are being held in have maximum capacity limits. Please talk to your readers before, or en route, to find out exactly what they are interested in. The events are all "free-flowing," but we do encourage your readers to stay at a session once they have chosen that one. If they wish to move, please make sure they do so **VERY** quietly and do not disrupt the person leading the program or the other participants.
- 10.** If you have any questions leading up to the event, please email us at forest@accessola.com. If you have questions while onsite at the Festival, please speak to an OLA staff member in a red vest or visit the Operations Tent with the big red balloons - an OLA staff member will be there at all times during the event.