

# 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. 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. You, your young readers, and chaperones MUST wear them onsite at all times. If you do not have wristbands, you will be turned away from the event.
3. **IMPORTANT: THE CHAPERONE'S CELL PHONE NUMBER MUST BE WRITTEN ON EACH WRISTBAND. DO NOT WRITE THE SCHOOL'S NUMBER. IF A CHILD IS LOST, OLA STAFF WILL NEED TO PHONE SOMEONE ON SITE! THANK YOU FOR YOUR COOPERATION!**
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.
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. 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. Please arrive between 9:30 and 10 am as the event begins at 10 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. 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. 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 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.