

2009 CICF EDUCATOR'S HANDBOOK

2009 Calgary International
Children's Festival
May 19-23, 2009

www.calgarychildfest.org

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Get the Most from Your Festival Visit!

- Festival shows are on a tight schedule and performances *cannot* be delayed for latecomers. Arrive at the theatre venue twenty minutes early so as to be seated before the performance begins. **Once a performance has started, latecomers will not be admitted.**
- **Construction and traffic is unpredictable in the downtown core, so an early start towards the Festival is recommended no matter the time of day.**
- Seating at performances is **general**. Festival staff will help seat groups together upon arrival where seats together are available.
- Encourage your group to wear comfortable and appropriate clothing. Some Festival activities are outside, so we suggest dressing in layers as this works best for a mix of weather and activities. Please be aware that some activities involve the use of paint, glue, and other messy materials.

Theatre Etiquette

It is especially important to explain to children, many of whom may be visiting a theatre for the first time, the basics of theatre etiquette:

1. The theatre isn't like your front room and the stage like a TV show. When you talk to your neighbour everyone can hear you and you may interrupt the performance on stage. So, please, no talking during the performance.
2. Go to the washroom before entering the theatre. You can disrupt the performance for everyone by entering and leaving during the show. **Some shows may not allow for re-admittance once the performance has begun.**
3. If you liked what you saw during the performance, the performers love to hear your applause at the end of the show.
4. Please do not bring balloons, food, drinks, cell phones, cameras, hand-held video games, or audio-visual equipment into the theatres. These act as a distraction to audience members, as well as to performers.
5. Please remove disruptive or crying children from a performance. The theatre is a special world for everyone to enjoy, and one disruptive child can spoil the experience for many others. Front-of-House staff will be available to assist you, if required.

Our Mission

To provide young people with a performing arts experience that sparks imagination, inspires creative thought, encourages cultural understanding, and fosters a lifelong passion for the arts.

Arrivals & Departures

CHARTER BUS

After consulting with Calgary bus companies, we have the following recommendations:

- Please see the Drop-Off Map (printable maps at calgarychildfest.org under Educators) to check your drop-off/pick up point. Our bus zones have changed since 2008. Please make note.
- Notify the bus driver of the time your class should be picked up after your day at the Festival.
- Please prepare a sign with the name of your school for the bus driver to display inside the front window of the bus.
- Confirming your pick-up time with your driver will alleviate congestion at pick-up locations.

LRT or CALGARY TRANSIT

If you are using the LRT to get to the Festival site:

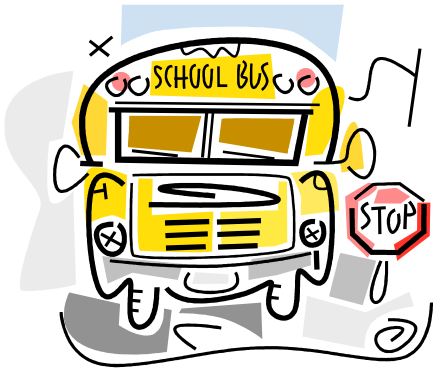
- Traveling northbound/westbound: your stop is Olympic Plaza (1st Street SE).
- Traveling southbound/eastbound: The TELUS Convention Centre station (Centre St.), or the City Hall station (2nd Street SE).
- If you are using Calgary Transit buses, the stops nearest the Festival site are on 1st Street SE between 8th and 9th Avenues and in front of City Hall. Please call Calgary Transit for detailed route information at 262-1000.

PERSONAL VEHICLES

Parking facilities are often expensive. We encourage the use of Calgary Transit to get to the Festival site. If you are arriving by car here are some ideas:

- Drop off:
 - 9th Avenue SE just west of 1st Street SE at the TELUS Convention Centre (inside the Glenbow Museum drop-off lane)
 - in front of the Municipal Building on Macleod Trail N. (Personal vehicles ONLY)
- Parking: (street parking near the Festival site is very limited on weekdays)
 - near the Festival site on 9th Avenue across from the EPCOR CENTRE for the Performing Arts and Municipal Building
- Parkades:
 - EPCOR CENTRE for Performing Arts, accessible from Macleod Trail SE
 - Calgary Municipal Building parkade accessible from 9th Avenue SE
 - TELUS Convention Centre parkade accessible from 1st Street SE

Please don't forget to fax the Transportation Questionnaire (calgarychildfest.org under Educators) to the Festival office, 403-294-7487, as soon as you have confirmed your transportation arrangements. It is important to return your questionnaire even if you are planning transportation other than chartered bus. This will assist us with traffic control and our Lost & Found program.



Call Calgary

Transit for

detailed route

information at

403-262-1000

When you arrive...

Ambassadors from the Festival Traffic Team will direct you to your first performance of the day. They will meet your group at your bus drop-off point. Included in the final pages of this booklet is a set of maps with directions to the theatres, lunch storage area and the Festival.

If you require further directions:

- proceed to the Lost & Found Tent on Olympic Plaza
- OR to the **Media Check-in and Information Tent** on Olympic Plaza

Staff and volunteers will be at these locations to help you. Please don't hesitate to approach them if you need assistance. Volunteers can be identified by their Festival t-shirts.

Theatre Locations and Seating

The theatres are located in the EPCOR CENTRE for the Performing Arts, Lunchbox Theatre and the W.R. Castell Public Library. Please refer to the maps at the end of this booklet for specific theatre locations.

Groups attending performances in Lunchbox Theatre are to use the +15 through the Glenbow Museum to avoid crossing 9th Avenue at street level.

Whenever possible your group will be seated together. Seating is first-come, first-served. The theatres are well designed so that every seat is a good seat. However, if you are concerned about small children being able to see, please arrive early enough that your group is among the first seated. If your group has any special seating needs, please identify yourselves to the Front of House Staff for assistance.

Lost and Found Children

The Calgary International Children's Festival is proud of our safety record. We have many crew members whose sole purpose is to keep our visitors safe. Please be assured that precautions have been taken to ensure your visit is as worry-free and safe as possible.

When a child is found:

- the child will be brought to the Lost and Found Tent located across from the Martha Cohen Theatre on Olympic Plaza (tent with the green roof)
- the Lost and Found Team Leader will take the child's information
- then a Security Team member or volunteer will be dispatched to the location where the child thinks their group might be.
- the Security Team member or volunteer will check back with the Lost and Found Tent frequently
- the child will remain at the Lost and Found Tent until their group is located

If a child is lost:

- the parent or guardian should report to the Lost and Found Tent, located across from the Martha Cohen Theatre on Olympic Plaza (tent with the green roof)
- the Lost and Found Team Leader will take a description of the child and what they are wearing
- Security Team Members and volunteers will search for the child
- they will check back frequently with the Lost and Found Tent and the parent/guardian until the child has been located.

For either situation, please check in with the Lost and Found Tent.

A Special Note to Group Leaders: We recommend that each child wear a tag with the name of his/her school or group. This will help in reuniting a lost child with his/her group as soon as possible. For reasons of security and safety, we do not recommend including the child's name on the tag.

Lost and Found Articles: Found articles are turned over to the Lost and Found Tent. At the end of each Festival day, all unclaimed items will be turned over to the EPCOR CENTRE for the Performing Arts Security Desk (220 9th Ave SE). Unclaimed items will be donated to local shelters after the Festival. Lost and Found is sponsored by MacCon Security.



Lunches

The Festival will provide lunch storage for groups. If your group is bringing bag lunches to the Festival site, please pack all the lunches in a box.

Label the box as follows:

1. Teacher's or group leader's name.
2. Name of the school or group.
3. Contact phone number.
4. The total number of lunches.

The box may be dropped off at the lunch storage site, which will be located on the Festival site next to the Jack Singer Concert Hall (printable maps at calgarychildfest.org). The key to lunch storage is kept at the Tunes Tent.

First Aid

First Aid providers are available on site. If someone in your group requires medical attention, please go to First Aid located next to the Media Check-in / Info Tent. (printable maps at calgarychildfest.org under Educators)

Washrooms

The lobbies of every theatre and the Centre Court area in the EPCOR CENTRE for the Performing Arts all have clearly marked washrooms. Portable toilets are available on the west side of Olympic Plaza.

Big Secret Theatre (Banquet Terrace)
 Centre Court (Main Level)*
 Engineered Air Theatre*
 Jack Singer Concert Hall*
 Main Floor
 Level Two
 Level Three
 Martha Cohen Theatre*
 Main Floor
 Level Two
 Downstairs Hall*
 Max Bell Theatre*
 City Hall*
 Onsite Olympic Plaza*
 Porta-Potties (1 Disabled access)
 Permanent

* have disabled access washrooms

We're on the Web!
www.calgarychildfest.org

Open Air Fun

The Calgary International Children's Festival offers areas of creativity and play to complement the fabulous performances inside the theatres. Activities are located on Olympic Plaza and are free of charge with your Festival ticket purchase.

Site Hours Tuesday to Friday: 10 AM - 3 PM
 Saturday: 10 AM - 4 PM

The Inflatable Maze

New to the Festival, this activity is a ten-minute challenge the whole family can enjoy! Enter and discover the fun of solving the maze as you walk through a labyrinth on your own personal quest to find your way out!

Open Air Fun Cont'd

Whale Tales Storytelling

Enter a giant inflatable whale and discover sensational stories presented by Calgary's Kids' Play Klassics Theatre Company.

Qualico's Clayground

Dig into some clay and create your own miniature masterpiece. Add your creation to the sculpture and watch Qualico's community expand through the week.

Face Painting

Professional face painters are onsite to transform your beautiful face into an artistic masterpiece in just minutes! Even adults won't be able to resist getting a dragon or butterfly on their cheek!

Create a Kite Program

Look around the Festival site and you will see a multitude of colourful kites showcasing the visual art and design skills of some of Calgary's Public and Separate School classes!

The Olympic Plaza Community Stage and Roving Performers

Enjoy live performances and roving performers throughout the week.

Tunes Tent

Here is a chance to showcase your singing talent. Belt out a tune as a solo performer or with a group of friends. Who knows...you might just be Calgary's next karaoke sensation!!!

Chalk 'ART' Walls

Check out the Festival's chalk ART walls located near the Maze and near Face Painting! Grab a piece of chalk and create your own colourful masterpiece!

YouthInk Comics Corner

If you like to draw, this is the place for you! YouthInk Comics Corner offers children an opportunity to create, draw and color their own comics. www.youthinkit.com

Portable Art / Scholar's Choice Activity Centre

Create an art piece that you can take home OR checkout the Scholar's Choice Activity Centre for a hands-on creative challenge that will keep you busy until the next show!

Wax Hands

Dip your hand into a vat of warm wax, add beautiful bright colours and presto! - You have a colourful, waxed model of your hand that you can keep as a souvenir for years to come.

Hanging Out!

Help create a huge kinetic sculpture celebrating the World! Use pastels, pencil crayons, wax crayons, stencils, stamps, paint and more to create drawings and words contributing to this community art project. Hosted by volunteers and staff from the Creative Kids Museum at TELUS World of Science - Calgary.

Festival Checklist

Before the Festival....

- Did you fax your Transportation Questionnaire back to the Children's Festival office at 403-294-7487?
- Did you bring your ticket voucher(s)? The voucher(s) serve as your ticket for admission to the performance you have purchased. The voucher is required for admission.
- Did you prepare a cardboard box in which to put your student's lunches, labeled with your name, the name of your school, phone number of the school and the number of lunches?
- Do you have a sign with your school's name for the bus driver to display in the front window of the bus?
- Did you notify your bus driver of your pick-up time from the Festival site?
- Does each child have a nametag sticker with the name of his or her school or group filled in on the space provided?
- Did you allow enough travel time so your class will arrive on time for the performance?
- Do you have your tickets and/or vouchers ready to present at the theatre venue?

After the Festival

Please return the Educator's Questionnaire (calgarychildfest.org under Educators) to the Festival office: 205 - 8th Avenue S.E.; Calgary, AB T2G 0K3; Fax: 403-294-7487. We want your input to ensure that the Festival meets all of your expectations and continues to provide the best possible experience for you and your students!