



Festival Checklist

On the Day of the PCWF:

- The PCWF will be held rain or shine. Ensure that everyone is dressed for the outdoors. The site may be wet in places, so waterproof footwear is a good idea as well.
- Upon arrival, please have all students remain on the bus for a Festival greeting and updated information for the day.
- Any student or adult supervisor with medical conditions (diabetes, epilepsy, severe allergies, etc.) should report to the First Aid Station, located in the registration tent, and submit a written description containing his/her condition(s) before beginning the visit.
- Remind your students and students about the importance of being careful around the riverbanks.
- Your school will be assigned to a numbered marshalling area at which you will meet any of your parent helpers who are not coming on the bus. At the end of the day you will meet in the same area and proceed to load your buses ONLY after ALL students are assembled,
- Give the bus driver a sign with your school's name to display in the window so Festival staff can readily identify your bus.
- Ensure each adult supervisor has a Festival Site Map, names of the students in their group and their group's itinerary. We ask each group to start their day at a different activity to avoid congestion.
- Lunch and entertainment are scheduled from 11:30 to 12:00 p.m. All activities will stop during this time.
- The Festival ends at 2:30 p.m. All activities will shut down at this time.
- Before departing, please take a moment to fill out the evaluation form distributed by PCWF staff.