

PARTICIPANTS GUIDELINES FOR SAFE HALLOWEEN 2008

Volunteer Coordinators: please see that each of your workers receives a copy of these guidelines.

PASSES:

- Each person participating must have a pass or a paid ticket to be admitted to the event.
- Limit of 8 passes per group per night. **(ONLY 8 PASSES PER GROUP, NO EXCEPTIONS)**
- Only participants will be admitted through the northwest participants'/volunteer gate.

STATIONS:

- **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS.**
- NO SMOKING on the grounds at any time during the event.
- Volunteers should be at their stations no later than 5:15 pm.
- Stations are to be continuously manned from 5:30 to 9:00 pm both nights of the event.
- All decorations must comply with the Decoration and Handout Guidelines.

COSTUMES:

- Although not required, participants are encouraged to wear a costume to the event.
- All costumes should be in good taste.
- No potentially dangerous costume props, ie; swords, guns, knives, broomsticks, fairy wands etc.

CHILDREN TRICK OR TREATING:

- All trick or treating children must have a ticket purchased in advance.
- An adult must accompany children at all times. Volunteers should plan for someone to be with their children while they are working.

VEHICLES:

- Vehicles are allowed on the grounds by museum permission only.
- Any vehicle, which has been allowed in for loading or unloading, must be off the grounds by 5:00 pm.
- No vehicles will be allowed back in until the close of the event at 9:00 pm.
- If a vehicle is to be part of your activities, it must be approved in advance.
- A museum staff member must be present if oversized vehicles are driven onto the grounds.
- Vehicles, which are still on the grounds when the event starts at 5:30 pm, must remain parked until the close of the event at 9:00 pm.
- NO PARKING ON THE LAWN WITHOUT MUSEUM PERMISSION.

PARKING:

- Parking on Chester Avenue is limited and the Museum's parking lot will be closed during the event.
- **The Volunteer entrance will be at Stramler Part, unless participants are delivering supplies to station, then the back gate will be the used to enter the grounds as usual.**
- Parking is available at adjacent to and behind Stramler Park.
- Please leave ample time to park and arrive at your assigned location on time.

All rules and procedures have been established for safety and organizational reasons. We hope everyone will follow the directions of museum staff or event personnel to ensure a safe and happy Halloween. If you have any questions, please call or email the Foundation office.