

General Information for Volunteers and LCLS Staff

Please print, read and bring with you for reference.

FESTIVAL PURPOSE

- To promote reading, literacy and library services.
- Start a conversation about the library with as many folks as you can! ASK EVERY PERSON if THEY HAVE A LIBRARY CARD – **Send them to the main library building.**

WEEK PRECEDING FESTIVAL - Staff may wear festival t-shirts and jeans to work the week preceding the festival. Festival shirts with sponsor logos on the back should **NOT** be worn.

BE PREPARED

- **Everything is different this year so please familiarize yourself** with the festival map, venue names and locations, events and activities! People **WILL** ask you questions. Know these basics – find them at www.readfest.org and in this information:
 - Restroom locations?
 - Emergency and First Aid locations?
 - Where to go when children/parents are lost?
 - Disability parking lot location?
 - Where a venue is?
 - When an author is presenting?
 - Who can help if you don't know the answer?
 - If so assigned, please remember the tour at 8:45; Security meeting at 9:30.

ATTIRE

What to wear

- Comfortable footwear, keeping safety in mind.
- Wear a Reading Festival T-shirt (any year as long as there are no sponsor logos on the back) if you have one, otherwise any short or long sleeved shirt is fine.
- Please dress appropriately – you are representing the Lee County Library System.
- **All activities take place outside. Event goes on rain or shine.**

What to bring

- Sunscreen, hat or visor, money for merchandise.
- THERE IS NO STORAGE AREA FOR PURSES, WALLETS OR PERSONAL BELONGINGS.

PARKING

- Allow extra travel time.
- CARPOOLING is strongly recommended.
- Parking meters are free on weekends.
- Obey all signs or you will get a parking ticket (The Reading Festival is not responsible for parking tickets or other infractions incurred).
- The Main Street parking garage, Main and Jackson Streets; \$5 all day.

DISABILITY PARKING

- A standard disability parking pass is required to park in the lot at R2.

FESTIVAL OPENS AT 9:45. BE IN YOUR VENUE and READY AT 9:45!

CHECK-IN REQUIRED

- Arrive downtown at least 30 minutes before your shift so you can park, check in and be at your venue on time (someone is waiting for you).
- All workers **MUST** check-in before going to their assignment to receive your lanyard and wristband.
- **Check in is at #R1** on the map in the meeting room building. **The front automatic doors will be locked. Enter through the exterior doors marked A and B.**
- Know your assignment, point person's name and shift time for a speedy check-in.
- Students or others needing paperwork signed to document volunteer hours should present the paperwork at check-in.
- Depending on your assignment, you will meet your point person either at the check-in area or at a specified venue of the festival. Check your assignment sheet to see who your venue point person is and be sure to introduce yourself to them. That is the go-to person for information the day of the festival. They will tell you when you take a break, etc.
- Bring this information and the festival map so you can help the public with questions.

CHECK-OUT REQUIRED

- All workers have closing duties if they are there at the end of the day.
- At close, cleanup and pack-up your venue. Take everything to #R1 on the map, where you checked in. Need help, ask others around you. This is a team effort!
- Prior to 3:30, check-out is still at #R1 on the map.
- **Check out and return your lanyard before leaving.**

REFRESHMENTS

- See #R1 on map.
- Must have unaltered wristband for private and worker hospitality.
- Refreshments are **ONLY** for officially registered LCLS workers and volunteers working a **minimum 4 hours**.
- Refreshments are provided to you as a courtesy and are donated by Jason's Deli. The refreshments are the same for everyone. We feed our volunteers as well as we feed our authors!
- If you have dietary restrictions, bring whatever you need with you.
- You may not eat at your workstation – enjoy a well-deserved break – tables and chairs are provided.
- Only bottled water (no food or soda) may leave the refreshment area.
- Additional refreshments may be purchased from food vendors located on First Street, #F on map.
- Be courteous – take only what you will consume; portions may be monitored to ensure there is enough for everyone.

GENERAL INFORMATION FOR THE PUBLIC

Be prepared - People will ask you questions. Know the basics – Familiarize yourself with the festival map, venue locations, events and activities at www.readfest.org.

LAYOUT – See attached map.

- The festival will encompass the entire Fort Myers Regional Library campus.
- The teen and children's author venues (Y2 & Y4 on map) have been combined.
- There is no marketplace this year.

WHEN YOU CAN'T ANSWER THE QUESTION...

- Direct people to the **Info Booth** red/yellow "i" on map.
- Workers wearing a bright safety yellow/green T-shirt with **EVENT STAFF** in bold letters across the back can help with difficult questions and are equipped with radios to communicate with all areas.

ALPHABETICAL LIST OF TOPICS

ASPIRING AUTHORS AWARDS / WRITING CONTEST AWARDS (see Schedule)

- Awards will occur on the Youth Stage B #Y2.
- Winning entries displayed at #Y3 on map.
- Presented by the Reading Festival and Lee County Teachers of English.

ATM

- The closest ATM is located near the county administration building on Second Street – it is a free standing machine.

AUTHORS – FEATURED AUTHORS

- **If approached by Featured Authors please TAKE them to the Private Hospitality area #R1.**

AUTOGRAPHING

- **Adult signing is at #A3; Kids' and teen signings are at #Y1**
- Authors sign books immediately following their presentation.
- Tell folks to be sure to get into the correct signing line; there are multiple lines for simultaneous author signings.
- All authors will have two signings. Times are on the schedule at www.readfest.org.

BOOK FOR EVERY CHILD – Sponsored by Suncoast Schools Credit Union

- #Y7 on map.
- One book free per child for toddlers through fifth grade.
- Mark their hands when giving them a book.

BOOK FOR EVERY TEEN- Sponsored by Suncoast Schools Credit Union

- #Y9 on map
- One book free per teen age 13 – 18

BOOKS FOR SALE

- Festival author books are only sold by Books-A-Million.
- Accept cash, debit and credit cards and local checks with identification.
- Adult & Youth book sales - #V1 on map.

CHILDREN'S CRAFTS

- Two separate tents marked as #Y6 on map.
- NO FACE Painting.

CHILDREN'S AUTHORS AND ILLUSTRATORS

- Will appear on Youth Stage A and Youth Stage B, #Y2 & Y4 on map.
- See schedule at www.readfest.org for times and performers.

DRAWING – For Kindle Amazon Fire 7

To enter the drawing a person should:

- Complete a survey and provide their email address when taking the festival survey (phone if no email address).

E-LIBRARY

- Library staff and representatives from Overdrive will be providing demonstrations of our e-resources including our website, databases, downloadable e-books, e-magazines, music and streaming videos.
- Talking Books/BBM will be at #A4 which is their everyday location

EMERGENCY SERVICES AND FIRST AID

- See red & white cross on map (Richmond St).
- Info Booths, Police and workers wearing bright safety green T-shirt with EVENT STAFF in bold letters across the back are equipped with radios and will help in any emergency situation.
- **If incident occurs bring injured person, guardians and witnesses to EMS area. If person cannot walk, go to an Event Staff worker and report it on the radio.**
- **Call Catherine Vaughn on radio so she can bring an incident report to be completed at the site.**

FOOD FOR PUBLIC

- #F on map.
- Pay by cash, debit or credit card; NO Checks.

GENEALOGY

- Genealogy is located on the second floor of the main library building. This is their everyday location.

INFORMATION BOOTH

- **See “i” on the map.**
- Have all the answers and radios.

LOST CHILD/PARENT

- **Missing persons: Immediately stop what you are doing and take the person to an Event Staff person in yellow/green shirt, the Info Booths (red/yellow “i” on map) or Emergency Services (red/white cross on map).** They will use the radio to begin a search of the area and take the person to the Police for a meeting point.

LOST ITEMS

- Turn in found items at the Info Booth (red/yellow “i” on map).
- Direct patrons missing an item to the Info booth.
- At the end of the day, items will be held at the Fort Myers Regional Library for claiming.

POINT PERSONS

- **Make name tags for your workers.**
- **Post a written break and lunch schedule so it is available for everyone to see and so everyone gets one.**
- **Be clear that each volunteer is needed back at a certain time.**
- **If you are missing, or have an extra worker, radio Catherine Vaughn to send a replacement worker.**
- **Take note of any issues that need to be addressed for future events.**

PRIVATE HOSPITALITY

- Authors will check in here ONLY.
- Featured authors, their guests and sponsors must have wristbands – no exceptions for sponsors.
- Author escorts will help authors get to venues without interruption.
- There is no author shuttle to/from the hotel.

RESTROOMS

- Icons on map; There are two locations for the public - port-o-Lets on Richmond St. and the restrooms inside the main library building.
- The restrooms at R2 are for volunteers and VIPs only.

SCHEDULE OF EVENTS

- Please be familiar with the festival venue schedules for all activities.

SELFIE STATION

- There is one selfie station where the public can have fun posting photos of themselves with props.
- # A6 on map, between the Youth stages
- Encourage Facebook likes, posts and #SWFLReads.

SURVEYS

- Begin surveying at 11:30. **Each venue has a quota to make the survey statistically significant.**
- Surveys are taken in all presentation venues and author signing areas by the workers in those venues. They are also administered by roving survey takers.
- Workers in the venue administer the survey (write down the answers NEATLY).
- The workers are encouraged to move out of the venue to survey attendees during times without presenters.
- They are anonymous - help us to improve the festival each year.
- Need email address OR phone number to enter the drawing, but no associated name.

TEEN AUTHORS

- Teen authors will be appear on Youth Stage B, #Y2
- See readfest.org for the complete schedule of events

TEEN CRAFTS AND ACTIVITIES

- Located inside the library in the teen programming room, #Y8 on map
- While supplies last

Wi-Fi

- Is available for free.

Phone Number:

- Staff & Volunteer Coordinator, Catherine Vaughn up until the day of the festival at 239-533-4815.

Thank you for your time! We hope you enjoy your day.