



Saturday, March 2, 2024  
10 a.m. - 4 p.m.  
Fort Myers Regional Library  
Fort Myers River District

## General Information for Volunteers

*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 if they need to create or update their account.**

### BE PREPARED

- **Please familiarize yourself with the festival map, venue names and locations, events and activities!** The best way to do this is by downloading and using the festival's mobile app **SWFL ReadFest** in Google Play or the App Store. People **WILL** ask you questions. Know these basics – find them at [readfest.org](http://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 particular venue is?
  - When an author is presenting?
  - Who can help if you don't know the answer?

### ATTIRE

#### What to wear

- Comfortable footwear (closed toe shoes are best), keeping safety in mind.
- Wear a Reading Festival t-shirt if you have one, or any unprinted short sleeve or long-sleeved shirt is fine.
- Shorts are permitted but should be at **least mid-thigh in length**, no short-shorts.
- 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, wearable pouches, hat or visor, money for merchandise.
- **THERE IS NO STORAGE AREA FOR HANDBAGS, BACKPACKS OR PERSONAL BELONGINGS.**

### PARKING

- Allow extra travel time.
- CARPOOLING is strongly recommended.
- **FREE PARKING** is available for all volunteers at the designated volunteer parking lot, which is the **County Parking Lot across from the Human and Veteran Services building** located at 2439 Thompson St, Fort Myers, FL 33901 (entrance is off Royal Palm at the corner of Royal Palm and Thompson St.)
- Parking meters and other fee-based parking options are available nearby.
- The Main Street parking garage, located at Main and Jackson Streets is \$5 for the day.
- Obey all signs to avoid getting a parking ticket (The Reading Festival is not responsible for parking tickets or other infractions incurred).

### DISABILITY PARKING

- A standard disability parking pass is required to park in the church parking lot indicated on the festival map (R2).

**THE READING FESTIVAL OPENS TO THE PUBLIC AT 10:00 a.m.**

## Morning Shift Volunteers: BE IN YOUR VENUE and READY BY 9:45 am!

### 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 door marked A.**
- Know your assignment, point person's name and shift time for a speedy check-in.
- **Anyone needing paperwork signed to document volunteer hours should present the paperwork at check-in.**
- You will meet your point person at the 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. This is the go-to person for information the day of the festival. They will tell you when you take a break and provide guidance throughout the event.
- 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 present 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!
- After you finish your venue duties, pitch in and help others with stacking chairs or other closing tasks.
- Prior to 3:30, check-out is still at R1 on the map.
- **Check out and return your lanyard before leaving.**

### REFRESHMENTS

- Located at R1 on the map. Must have unaltered wristband for worker hospitality.
- Refreshments are **ONLY** for officially registered LCLS workers and volunteers working a **minimum of 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) may leave the refreshment area.
- Additional refreshments may be purchased from food vendors on the plaza & First St, **F1, F2 & F3** on map.
- Be courteous – take only what you will consume; portions may be monitored to ensure there is enough for all.
- The restrooms at R1 are for **volunteers, library staff and VIPs** only.

### SCHEDULE OF EVENTS

- Please be familiar with the festival venue schedules for all activities.
- There are printed schedules at the Information Booth, and the schedule is also available in the mobile app and on the festival website [www.ReadFest.org](http://www.ReadFest.org).

### 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](http://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 are located at Y5 & Y7 on map.
- A Free Book for Every Child and Teen are on Richmond Street.
- Sponsor/vendor/merch booths are located at V1, V2, V4 on the map. Local authors are at V3.

### **WHEN YOU CAN'T ANSWER THE QUESTION...**

- Direct people to the **Info Booth** red/yellow "i" on map.
- Workers wearing a bright safety neon yellow 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 A, Y5 on the map (kids at 2:15 pm, teens at 3:15 pm).
- Winning entries displayed at Y6 on map.
- Presented by the Reading Festival and the School District of Lee County Teachers of English.

#### **ATM**

- The closest ATM is 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 (Meeting Room B)**.

#### **AUTOGRAPHING**

- **Adult book signings and kids' and teen signings are all in the combined tent at A3 & Y8.**
- Authors sign books immediately following their presentation, with one additional signing during the event.
- 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](http://www.readfest.org) and on the mobile app.

#### **BOOK FOR EVERY CHILD – Sponsored by Suncoast Credit Union**

- Y3 on map (located on Richmond Street).
- Spanish and bilingual books are available.
- One book free per child for kids ages birth through fifth grade.
- Child must be present to receive a free book.
- There are a handful of Braille books for visually impaired kids at the Home Borrower Services tent (A4 on map).

#### **BOOK FOR EVERY TEEN- Sponsored by Suncoast Credit Union**

- Y3 on map (in the same tent as a Book for Every Child)
- Spanish books are available.
- One book free per teen ages 12 – 18.
- Teen must be present to receive a free book.

#### **BOOKS FOR SALE**

- Featured festival author books are only sold by Books-A-Million (V4 on the map).
- BAM accepts cash, debit and credit cards and local checks with identification.
- Local authors selling their own books are located at V3 on the map.

#### **CHILDREN'S CRAFTS**

- Two separate tents marked as Y1 on map.

#### **CHILDREN'S AUTHORS AND ILLUSTRATORS**

- These authors will appear on Youth Stage A and Youth Stage B, Y5 & Y7 on map.
- See schedule on the app or at [www.readfest.org](http://www.readfest.org) for times and performers.

#### **E-LIBRARY**

- A5 on the map. Library staff and representatives from Overdrive and Hoopla will be providing demonstrations of our e-resources including website, databases, downloadable e-books, e-magazines, music and streaming videos.

## EMERGENCY SERVICES AND FIRST AID

- See red & white cross on map (on First Street near the food trucks).
- 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 & DRINKS FOR PUBLIC

- F1, F2 & F3 on the map. (Food trucks on First St, Jason's Deli on the plaza (drinks only located at F3).
- Pay debit or credit card and cash (as allowed by the vendors); NO Checks.

## GENEALOGY

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

## HOME BORROWER SERVICES

- A4 on the map.
- Home Borrower Services and Talking Books will be outside just across from the BAM book sale tent.
- A handful of free Braille books are available for visually impaired children that request them.

## INFORMATION BOOTH

- **See "i" on the map.**
- They have all the answers and can radio responses.
- An oversized schedule and map and printed schedules, maps and flyers are located at this tent.

## LITTLE READERS ZONE

- Y9 on map, inside the main library Children's Department storytime room
- Come-and-go carnival games and STEM activities in the Storytime Room from 10:00 am - 4:00 pm
- Gale will be available in the space promoting Miss Humblebee's Academy e-resource for kids.

## 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 any items to the Info booth.
- At the end of the day, items will be held at the Fort Myers Regional Library for claiming.

## MERCH BOOTH

- V2 on the map, adjacent to the main library entrance.
- Festival merchandise will be sold, including festival vinyl stickers, t-shirts, hats, beach towels, and book bags.
- Name a Character Raffle tickets can be purchased here, for a chance to be named in a festival author's book.

## MOBILE LIBRARY

- A6 on the map, adjacent to the Books-A-Million tent and across from the Adult Tent A.
- Workers will distribute free sponsor magazines at the library's outreach van, and attendees can play Plinko to win branded festival swag and other library giveaways. Festival koozies, hand fans, and sun care kits will be given out, while supplies last.

## **OPEN SEATING**

- Y2 on map.
- Shaded tables are placed under the large tree for attendees to rest and enjoy food purchased at the event.

## **POINT PERSONS**

- Your point person will provide you with a name tag and post a written break and lunch schedule.
- Be prompt and return to the work area when you are scheduled to do so. Others are waiting on you!
- Provide feedback and share ideas for how to improve the event next year, so your point person can communicate these ideas at the festival wrap meeting after the event.

## **PRIVATE VIP HOSPITALITY**

- R1, enter through the door marked Meeting Room B.
- ONLY authors and VIP will check in here.
- Featured authors, their guests and sponsors must have VIP wristbands – no exceptions for sponsors.
- Author escorts will help authors get to venues without interruption.
- There is no author shuttle to/from the hotel. If anyone runs into trouble, contact Melissa Baker.

## **RESTROOMS**

- Icons on map; there are three locations for the public - Port-o-Lets on Richmond St. and in the library parking lot, and the restrooms inside the main library building.
- The restrooms at R1 are for volunteers, library staff and VIPs only.

## **SCHEDULE OF EVENTS**

- Please be familiar with the festival venue schedules for all activities. Printed schedules are available, and the schedule is also accessible via the mobile app and festival website.

## **SPONSOR BOOTHS**

- A handful of sponsors will have tents near First St at V1 on the map.

## **SURVEYS**

- The survey is offered online through Survey Monkey using the app or printed QR code flyers around the festival.
- Paper surveys are provided at select venues, including info booth, signing tent, presentation tents and in branch.
- Workers who administer the survey, write the answers NEATLY. Turn these in at info booth later.
- The workers are encouraged to move out of the venue to survey attendees during times without presenters.
- A Prize Drawing will be held after the reading festival for an Amazon Fire HD 10 that was donated by OverDrive. Only completed website surveys are eligible for the random prize drawing for the Amazon Fire HD 10.
- Surveys will also be available online at [www.readfest.org](http://www.readfest.org). They are anonymous and help us improve the festival.
- NOTE: A separate anonymous survey for festival volunteers will be emailed to festival workers after the event. The paper surveys and festival-day online surveys are for attendees only.

## **TEEN AUTHORS**

- Teen authors will appear on Youth Stages A & B, Y5 and Y7.
- See [readfest.org](http://readfest.org) for the complete schedule of events.

## **TEEN CRAFTS AND ACTIVITIES**

- Located in the TEEN ZONE on Richmond Street, Y4 on map.
- Five different craft stations are offered, while supplies last.
- NOTE: The free books for teens are in the larger tent on Richmond St, separate from the crafts tent.

## **TELEPHONE & VIRTUAL REFERENCE SERVICES**

- V1 on the map.
- Telephone Reference will have a booth located directly across from the main library entrance.

**TOO TALL TORRIE**

- A stilt-walking balloon artist will be stationed near the book giveaway and youth presentation tents.

**Wi-Fi**

- Is available for free throughout the campus.

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