



May 5, 2023 - Educators Encyclopedia

WELCOME EVERYONE! **BEFORE YOU READ THIS PACKAGE** PLEASE BE SURE THAT UPON ARRIVAL BY SCHOOL BUS, PUBLIC TRANSIT, CAR, OR ON FOOT YOU REPORT TO THE FESTIVAL GREETERS AT THE "SCHOOL DROP OFF ZONE" WHICH IS DIRECTLY IN FRONT OF THE MAIN ENTRANCE TO THE WAR MUSEUM OR ARTS COURT.

ONCE YOU CHECK IN, THE GREETER WILL ESCORT YOU TO YOUR FIRST VENUE. **Fill out this [Google Form](#) AS SOON AS POSSIBLE, or email kathleen@ottawachildrensfestival.ca with your arrival time.**

WE HOPE YOU ENJOY YOUR TIME WITH US!

Dear Educators,

Your teacher information package for the Ottawa Children's Festival 2023 is to follow. Better known as your Educator Encyclopedia, please read through the following documents thoroughly, it will equip you with everything necessary to host a successful visit. Thank you for having another incredible year.

Please be advised that payment is required before your visit to the Festival.

We look forward to having your group with us this week, and we will be onsite to assist with anything you need while you are there. Please do not hesitate to contact me with any questions you have leading up to the Festival.

Sincerely,

Kathleen Lecuyer
Outreach and School Sales Coordinator
(613) 241-0999 x. 108

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Please distribute these packages to other staff that will be coming with your group.

Find attached:

- [Children's Festival vehicle identification pages which are to be printed and attached to the front windows of your school bus](#)
- [Festival Site Map](#)
- A copy of the Photo Scavenger Hunt

Please be advised that payment is required before your visit to the Festival.

We look forward to having your group with us this week, and we will be onsite to assist with anything you need while you are there. Please do not hesitate to contact me with any questions you have leading up to the Festival.

Regulations and Information for Your School Visit

Important Contacts

- Catherine O'Grady: (613) 852-0268
Artistic Producer
- AL Connors: 613-797-3437
Festival Manager
- Michael Lane: 613-612-4113
Box Office Manager
- Kathleen Lecuyer: 613-805-5283
Marketing/Outreach and School Sales Coordinator

Inclement Weather

- Performances take place under tents at LeBreton Flats Park, inside the Canadian War Museum or at Arts Court. There will be no cancellations due to inclement weather.

Transportation

- Please add your School Name, print and place the [Ottawa Children's Festival bus signs](#) on the **windshield** and both **front side windows** of the bus.
- When your bus arrives, a Festival greeter will meet you. Payment will be confirmed before being directed to your performance. There will be no labels or hand stamps needed as in previous years. Your group confirmation page was emailed to you. Please print it, as it will gain you entry to your performance(s).
- Bus drivers should be prepared to find their own parking. Buses cannot remain on-site during your visit.
- **Please ensure your ENTIRE group is at the venue 15 minutes before your show starts. If your bus arrives late, a Festival greeter will help guide you. Your group may need to wait for a suitable break in the performance.**

Travel to ARTS COURT (2 Daly Avenue) for performances of:

- Zoom
- A Very Old Man with Enormous Wings

Directions from Hwy 417 East or West

Take the **Nicholas Street exit**

At the lights, **continue straight onto Waller Street**

Turn **LEFT on Daly Avenue**

Venue Procedure:

- We ask that your entire group enters the performance together as your tickets are combined in one document (paid and complimentary tickets).
 - Suggested venue meeting points;
 - Outside the Ottawa Art Gallery, the little plaza
 - By the steps to the main Arts Court entrance at 2 Daly Avenue
 - Groups will be asked to form a queue in order to ensure a smooth entry into the venue.
 - Depending on your arrival time, your festival greeter will lead you into the building either through the Ottawa Art Gallery Entrance or up the outdoor stairs through the main Arts Court entrance.
 - There are accessible washrooms located just outside the Studio and Theatre, near the box office counter.
 - If you plan to split into smaller groups to explore the on-site activities, please make it clear to your supervisors and students when and where to meet 15 minutes before the performance (see Appendix 1.2 for the schedule).
-

Travel to Lebreton Flats Park / Canadian War Museum for performances of:

- A Simple Space
- Élage Diouf's Wutiko
- Kattam et ses Tam Tams
- Heart
- Pinocchio
- Old Man and the River
- Tree: A World in Itself

Directions from Hwy 417 East

- Head **west** on **King's Hwy 417 W/TC W**
- Take exit **121A** toward **County Rd-31/Ave Bronson Ave**
- Merge onto **Catherine St**
- Turn **right** at **Bronson Ave**
- Turn **left** at **Somerset St W**
- Turn **right** at **Booth St**
- Turn **right** onto **The Ottawa River Parkway**
- Turn **left** at **Vimy Place Pvt**
- The **bus drop-off zone** will be clearly visible on the **right**.

From Hwy 417 West

- Head **east** on **King's Hwy 417 E/TC E**
- Take exit **121B** for **Rue Rochester St**
- Merge onto **Orangeville St**
- Turn **left** at **Booth St**
- Turn **right** onto **The Ottawa River Parkway**
- Turn **left** at **Vimy Place Pvt**
- The **bus drop-off zone** will be clearly visible on the **right**.
- Please view the [site map](#) for directions to the **Bus Drop Off Zone**, which is the large square area across from the main front doors of the museum.

Venue Procedure:

- We ask that your entire group enters the performance together as your tickets are combined in one document (paid and complimentary tickets).
- Suggested venue meeting points;
 - Canadian War Museum - Groups Entrance, Lobby, for performances of: Tree, Old Man and the River
 - Canadian War Museum - Main Entrance, Lobby, for performances of: Heart, Pinocchio
 - LeBreton Flats - by the Box Office or First Aid Tents for performances of: A Simple Space, Élage Diouf, Kattam
- Groups will be asked to form a queue in order to ensure a smooth entry into the venue.
- If you plan to split into smaller groups to explore the on-site activities, please make it clear to your supervisors and students when and where to meet 15 minutes before the performance.

IF ANYONE IN YOUR GROUP NEEDS ASSISTANCE PLEASE LET US KNOW.

First Aid:

- First aid responders are located beside the Box Office Tent.

Lost and Found:

- If any of your students should happen to misplace an item, they should check in at the **Box Office Tent (or Box Office Counter at Arts Court)** before they leave the Festival. Please leave your contact information and a description of the item so we may contact you if the item is found. Students can return with their families May 11-14 to search for any lost items. After the Festival we cannot guarantee their return. Feel free to provide any student's family with our contact@ottawachildrensfestival.ca email if they are in search of lost items.

Bathroom Facilities:

- There are portable washroom facilities around the grounds (seen on the site map)
- We also have access to the washrooms in the Canadian War Museum
- *Please encourage your students to use the washroom before attending your show. Some small shows will not allow people to leave or enter the venue after the show has begun as this can greatly affect the atmosphere of the performance.*

Eating Areas:

- There is no suitable group eating area in Arts Court
- At Lebreton Flats, the picnic area shown on the site map is available for eating and relaxing throughout the day
- There are picnic tables and grassy areas around the Festival grounds and you are more than welcome to have lunch outside, weather permitting
- The Dining Tent is available for your use, it is completely covered with tables and chairs. You are welcome to bring your own picnic or purchase food from our vendors.
- You have access to the cafeteria inside the Canadian War Museum. You are welcome to eat lunch there if you purchase food from the cafeteria.
- There are limited food vendors at the Festival this year. We encourage everyone to bring a packed lunch. Few water fountains exist at LeBreton Flats Park but no large water refilling station. Ensure your students bring a full water bottle.

On-Site Activities

Imagine Land 2023

InTents - Big Ideas in Small Spaces

Bring your big curiosity to explore and discover small intimate performances of ***InTents*** at the Ottawa Children's Festival. There are **SIX mini-performances**, each 5-15 minutes long, so you can pop in to see one piece between the Mainstage offerings or stay for them all. Theatre, clown, music, shadow puppets, dance – you will find them all ***InTents*** (See Appendix 1.2 for the schedule)!

Graffiti Mural

Artists, Robbie Lariviere and Emilie Darlington will curate an interactive mural onsite at the Ottawa Children's Festival. Using water-based spray paint, and markers, participants will be guided in the creation of a 45 ft long community mural. Participants will learn how to use these tools and help Robbie create a colourful and vibrant piece of art, which will be proudly displayed on the festival grounds.

Story Walk

The Pieced Together StoryWalk is an outdoor, bilingual, choose-your-own-adventure, self-directed, active storybook! Making choices at every turn allows you to experience a different story every time you take the StoryWalk, with four different endings to discover! Created and written by [Timm Holmes](#), with support from the [Ottawa Public Library](#). It all starts at the first Story Sign located near the Box Office Tent.

Circus Factory

[Orbital Talent](#)'s team of **circus** artists will engage and instruct children and families at the Ottawa Children's Festival. Visit them at Imagineland where you can learn balance skills, rolo-bolo, juggling, plate spinning, hula hoop, yo-yo, and so much more. Come on by and discover your new talent!

Puppet Making Workshops

Jeffery Banks of [JB Arts \(Almonte\)](#), and a team of Puppet Professors, will offer free puppet-making and hand-casting workshops for children attending the Ottawa Children's Festival. Participants will first make a hand cast, while it is drying they will create unique finger puppets with help from the professors, which can be displayed on your very own "hand" stand. The Ottawa Children's Festival is pleased to be able to partner with [Puppets Up!](#) again and hope one and all will join them as they return for their fantastic festival in Almonte August 11-13.

Your Questions

Question about where my group can enjoy our lunch after the performance. My plan is to do it picnic style, but that wouldn't be possible if it rains

We are fortunate to have covered spaces for you to take refuge in the case of inclement weather. The Dining Tent will be available for the duration of the festival for attendees to enjoy. Please refer to the site map for directions.

If we have 95 paid tickets and (e.x.) 5 students don't show up, can another person (e.g. volunteer) take that ticket?

Yes! You are more than welcome to allocate your tickets in whatever way works best for your group. If you have tickets you are unable to reallocate please alert an Usher or the Box Office upon your arrival.

Will tickets be available at the entrance?

Please check the schedule to make sure tickets are still available for the show, or with the Box Office upon arrival. Thursday and Friday are the busiest days of the Festival so tickets will be limited.

Can we take photos or take videos during a performance?

You are not permitted to take photos or videos of any of the performances.

What if we arrive late to the Festival grounds / our show?

Please contact Kathleen Lecuyer - 613-805-5283 - as soon as possible. A Festival Greeter will meet you at your new estimated time of arrival. Latecomers will be admitted only at a suitable break in the performance. This will vary depending on the show.

Is there reserved seating?

No, please arrive early! First come, first seated.