



In order for Tweens Read to be an enjoyable experience for everyone, we need all attendees (students and adults) to please be considerate of the following guidelines.

- Be respectful of all attendees and follow all instructions given by adults and the Tweens Read volunteers and coordinators.
- There is absolutely no running or horseplay allowed during this event.
- The Tweens Read coordinators and volunteers reserve the right to remove anyone for misbehavior.

Adults and Chaperones:

- Monitor your children/students ALL DAY; while this is a festival and we do want everyone to have a great time, it is imperative that everyone behaves in a manner that is thoughtful of others in order to maintain a safe environment.
- Make sure you have contact information for each of your students. In addition, your students need a way to contact you during the day. Tweens Read will not interrupt the festival to make announcements over the PA system.
- Please select a designated meeting place for your group, and make sure every student knows where your designated meeting spot is. There will be a map of the building included in your program.
- Recommended ratio of adults to students is 1:10. Much like a field trip, we need you to make sure there are enough chaperones to monitor your students.
- Make a plan for students who will be picked up by parents during the day. Inform parents that Tweens Read will not interrupt the festival to make an announcement over the PA system.
- Chaperones will be responsible for any medications that a student might need during the day. There is no nurse on duty at the festival.
- Have a plan for lunch - eat together, have money ready, make sure students know how much money they have BEFORE they get to the counter or table.
- Make sure your bus form is filled out completely prior to arrival. A Tweens Read volunteer will collect all paperwork (bus form and all tickets attached) prior to your group exiting the bus.

Items Students/Teachers SHOULD Bring

- Books
- Money for lunch (concessions/food trucks) – please know that food trucks DO NOT accept concession tickets for food. Only concessions inside the building take tickets.
- Money for Tweens Read swag and/or raffle tickets.

Items Students/Teachers Should NOT Bring

Please let your students know that this is an event at a school. If they have something they aren't allowed to take to school normally, then they shouldn't bring it to Tweens Read. For example:

- Weapons of any kind
- Alcohol
- Pets (of any kind!)
- Electronic devices (don't bring your computer or iPad – Tweens Read cannot be responsible for lost devices)
- Backpacks and large bags (students may bring them, but they are NOT allowed in the bookstore area)