

# Essential Reading for Facilitators

**This is for all people at the festival who will be leading workshops, rituals and ceremonies and are in addition to the general terms and conditions that are agreed by all people attending the festival.**

We use the term “activity” in this document to cover workshops, rituals and ceremonies.

You will get one free adult ticket to the festival in return for holding two activities (or one plus assisting in other ways at the festival.) Alternatively, you can hold one activity and in return we will give you a 50% discount on your ticket. In all cases we ask the following commitment from you:

1. We provide the main facilitator with one ticket for them. If you plan to bring one or more assistants, they must each hold a valid ticket, either purchased for the festival or allocated for another worker role at the festival. If you will be bringing any of your children (under 18), they will each get a free ticket, however you must ensure that you include them on the registration form.
2. All activities you provide should be made available with no charge made to the participants.
3. Apart from some hour-long practice classes, all workshops have a two-hour slot: this is designed to give you a 90-100 minute session, with enough time to tidy up before the next facilitator arrives and for your participants to get to their next event without rushing. It's also up to you to leave your space clean and tidy for the next group.
4. We will have a range of spaces available for activities, please simply specify on your application whether you wish to facilitate outdoors or undercover. If inside, we will aim to programme your workshop in a space suitable for the estimated number of participants.
5. There will be three types of workshops: (a) those suitable for all ages, which may be especially geared towards younger people, (b) those that young people can attend with a parent/guardian, (c) those that are adult-only. You must specify the type of each workshop you will be offering as we will then ensure it is clearly advertised in programmes, on notice boards etc.
6. We have a safeguarding team and ask you work with them to ensure that our safeguarding policy is followed. Although we will offer all assistance that is practical, you will have ultimate responsibility for all people that attend your activity.
7. All activities will be pre-programmed before the start of the festival in terms of location, length, general description and age suitability and so

once we have set the programme you will not be able to change any parts of your activity. Please do therefore keep us informed of any alterations that you may want to make during the festival planning stage.

8.The site regulations mean that naked flames, such as from tea lights and unenclosed candles etc., are forbidden inside domes, yurts, and other enclosed structures. Fire and flames are allowed in the outside workshop areas but please do let us know about this in your application.

9.If your workshop involves using incense or smudging sticks etc. please let us know this prior as part of your application. Please be aware that you will need to check in with those in your workshops that they are okay with incense/smudging etc.

10.We will have an amplified sound system and some lighting available in the main marquee which will be operated by our festival technicians. If you wish to use any of this, you should let us know when you submit your application. If you wish to use amplified sound systems elsewhere you must let us know as part of your proposal. No electrical amplification systems will be allowed to be used on site without this prior agreement.

**Once you have been confirmed as a facilitator, we will send you a copy of our Facilitator Guidance Notes, which include important information about important issues such as consent, communication, accessibility and inclusivity.**