pennsylvania
DEPARTMENT OF AGRICULTURE

2019 Farm City Day
Check List for Educators

- ✓ **Lots of Visitors** – We are expecting approximately 1200 children. Many schools have each class dress in matching color shirts – making it easier to spot your class in a crowd. Wear comfortable shoes…there are a lot of stations to cover.

- ✓ **Farm City Registration** – Following arrival and greeting from a PA Department of Agriculture staff member, you will need to check in at the Farm City Day registration table located in the Cameron Street Lobby of the Farm Show Complex.

- ✓ **Nametags** – Because nametags are vitally important in identifying lost children, we ask that your team make sure each visitor is wearing a clearly visible nametag.

- ✓ **Livestock** – Please remember that there will be livestock at Farm City Day. These animals are large and can be dangerous, so as you visit these stations, please keep students at a safe viewing distance.

- ✓ **Allergies-** It is important to note that there will be animals, dust, hay, and edible treats at Farm City Day. If any of your students have special conditions or health needs, please notify the event coordinator during check-in.

- ✓ **Snacks and Rides** – All tickets for each school will be provided to the Registered Teacher Contact. This individual will be responsible for distributing the complimentary snack and amusement ride tickets to students. Each student will receive two free ride tickets and one free snack ticket.

  ****It is recommended that you do the rides first, followed by the snack****

- ✓ **Maps** – Activities for this year's Farm City Day will be spread throughout the Farm Show Complex. Amusement rides will be located outside of the Cameron Street Entrance in the grassy area between the Main Entrance and the North Parking Lot. Exhibitors will be located through the main lobby and along the Lower Spine. We will also be offering a fun new activity in the Keystone Conference Area. The Keystone International Livestock Expo will also be taking place at the same time in the complex. You are welcome to visit the livestock areas as you move from exhibitors and activities. A map of exhibits for Farm City Day will be provided upon your arrival and escorts and signage will be available.

- ✓ **Lunches** – The PA Preferred Banquet Hall, located within the Complex, will be open during lunch periods for your convenience. Please have all students bring a lunch. Place them in one container (box or bag) that is clearly identified with **School Name**, **Grade**, **and Teacher**.

  ****Classes must adhere to assigned lunch slot to provide a less chaotic environment****

- ✓ **School Buses** – Clearly visible School and Class Identification must be placed in the front-side passenger window to assist with loading. Yellow buses look the same and we want to make certain students are properly boarded at the end of the day.

- ✓ **Bus Route & Bus Parking** – Bus parking will be in the North Lot of the Farm Show. An area will be designated for "Farm City" parking. Those driving personal vehicles to attend the event with your school may park in East Circle on the Maclay street side of the building. Buses should enter the Maclay Street side of the Farm Show".

- ✓ **Lost & Found** – Located at the Farm City Day information table.

- ✓ **Medical Emergency** – An EMT will be on-site at the Farm Show Complex. Farm City Day staff can provide assistance during an emergency.

Please contact Leora Appleby at the PA Department of Agriculture, 717.705.9552 or lappleby@pa.gov if you have any questions concerning the above.