



Take it Forward.™

CIVIL WAR REMEMBRANCE 2015
PARTICIPANT INFORMATION
MAY 23, 24, & 25, 2015

CHECK-IN

All participants in the 2015 *Civil War Remembrance* program **must** check-in in at the Check-In booth prior to entering the Village. Sutlers and Exhibitors (including Researching Your CW Ancestor) should pick up their Check-In Packets at Town Hall (Sutlers) and Village Pavilion (Exhibitors). Walk-up registration and check-ins will not be allowed.

Check-In will be held in the Eagle Tavern Parking Lot behind A Taste of History Restaurant. All participants will enter Greenfield Village via the Eagle Gate following *Eagle Lane*. **It is recommended that Participants bring a copy of their confirmation.**

Check-In Hours: *Friday, May 22, 2015 5:30 p.m. – 8:00 p.m.*
 Saturday, May 23, 2015 8:00 a.m. – 12:00 p.m.
 Sunday, May 24, 2015 8:00 a.m. – 10:00 a.m.

YOU MUST MAKE EVERY EFFORT TO ARRIVE DURING CHECK-IN HOURS. If you have an emergency on the way and will be arriving after Check-In hours, you must call our Security Team at 313.982.6096. ***If a participant will be arriving on Monday only, prior arrangements must be made to have the packet placed with Guest Services at our Greenfield Village Ticketing Building Will-Call Window.***

ICE FOR SALE

We will have bags of ice available for \$2 each at the Check-In location during Check-In times and Monday from 10-11:30 a.m.

PARTICIPANT AMMENITIES

Participant buttons are your identification for the weekend. Each participant registered will receive a button for their use and one each for every participant they registered under them, i.e. children, spouse, etc. The participant that registered will receive (3) three additional buttons to distribute to non-participating guests, i.e. family or friends. If you are in period clothing, *do not wear the button in a visible place*, but have it with you at all times and show it if asked to do so.

These buttons allow you and your non-participating guest(s) admittance to Henry Ford Museum and Greenfield Village on Saturday through Tuesday, May 23-26, 2015. They are not valid for admission to IMAX or Ford Rouge Factory Tours. Discount admission coupons are provided to be used to purchase additional tickets at the Greenfield Village entrance, IMAX, or Henry Ford Museum entrances.

If you wish to leave participant buttons or discount coupons for guests arriving at a later time, you may leave it with Guest Services at the Village Entrance Will-Call Window. Wheelchairs and scooters are available for rental at the Greenfield Village Ticket Building. Only registered participants will be allowed to enter the Village through Eagle Gate. *Please inform your guests that they must enter the Village through the Main Village Entrance. This will be strictly enforced.*

COMMANDER/REPRESENTATIVE MEETING

We will hold a commander/unit representative meeting ***each morning promptly at 9:00 a.m.*** at the Swiss Chalet.

VILLAGE HOURS AND GATE ACCESS

Greenfield Village public hours for *Civil War Remembrance* are:

Saturday 9:30 a.m. - 9:00 p.m., Sunday 9:30 a.m. - 5:00 p.m., Monday 9:30 a.m. - 5:00 p.m.

The BLUE GATE closes at 12:30 a.m. The Eagle Gate closes much earlier. Please plan accordingly.

AUTHENTICITY GUIDELINES

These items are in keeping with The Henry Ford's guidelines used for staff wearing period clothing. Please keep the following items in mind during the *Civil War Remembrance* program:

WRISTWATCHES, JEWELRY and PIERCINGS

Participants wearing any type of period clothing should NOT wear a wristwatch of any kind or modern jewelry (beyond wedding/engagement rings). You can place watches out of guest sightlines. Piercing visible to the public other than the lower lobe of the ear is not permitted during program hours. Men in period clothing are not permitted to wear earrings.

SUNGLASSES AND EYEWEAR

Please make every effort to minimize modern eyewear, when possible (i.e. if you can wear contact lenses or period appropriate frames, etc.). Sunglasses of any sort, modern or period in style, are not permitted while wearing period clothing.

VISITING FAMILY AND MODERN CLOTHES

Visiting family or participants in modern clothes must stay out of the encampments or exhibition areas during guest hours.

CELL PHONES AND ELECTRONIC DEVICES

DO NOT use cell phones or other electronic devices when in period clothing within guests' sightlines and/or earshot. All cell phone ringers should be turned to vibrate. Calls should be taken away from the public and in a private area such as a break area and out of the view of guests when using such devices.

FOOD AND EATING ESTABLISHMENTS

We ask that you confine your consumption of non-period food and drink to the immediate vicinity of the food establishments. We do not want participants walking through the Village with modern cups, wrappers and consumables. Place drinks in appropriate cups, food in haversacks, etc. Please make every attempt to conceal modern food/beverage while in period clothing.

MODERN ITEMS, ARTICLES AND ACCESSORIES

Please keep all modern items out of guest sight during program hours. This includes cameras, camcorders, or other equipment, clothing or camp equipment (coolers, plastic bags etc.).

SMOKING

In compliance with the May 1, 2010 State of Michigan Public Smoking Ban & The Henry Ford Smoking Policy, smoking of any tobacco products (this also includes pipes, cigars, chewing tobacco, and e-cigarettes) is strictly prohibited in all camps, both military and civilian. Participants may smoke in the following areas:

- Inside their personal vehicles
- On the asphalt near the gate between the Edison statue and the Tintype Studio (this may be slightly moved due to Tintype demonstration)
- On the sidewalk between the entrance to Taste of History and the Stone Mill
- On the sidewalk next to the Yellow Gate at Lovett Hall
- Signs and smoking urns are placed at all designated smoking areas. These rules apply to both daytime and evening hours.

ALCOHOLIC BEVERAGES

For the days that you are here and part of our public programming, you represent The Henry Ford. Guests think of you as an extension of our staff. We expect you to follow the same standards for professional behavior as we ask our staff. All The Henry Ford staff and guest participants are prohibited from consuming alcoholic beverages while on the property of The Henry Ford.

If you are observed consuming or displaying alcoholic beverages during operating hours, you will be asked to leave the premises and not allowed to return. Depending on the circumstances, you as an individual or your unit may lose its invitation to participate in programs at The Henry Ford. You are not permitted to bring any alcoholic beverages onto the property of The Henry Ford or property being used by The Henry Ford. Doing so would be a violation of the liquor license held by The Henry Ford. Controlled substances are also not permitted AT ANY TIME.

SPECIAL CONSIDERATIONS

There may be weddings or other catered events during the evenings of the event at Martha-Mary Chapel with receptions in Eagle Tavern and/or Lovett Hall. Please use all courtesy and consideration for all groups and activities during all hours.

You, as a participant, will occupy an unusual position during this program. Not only are you a guest with respect due you, you are also a representative of The Henry Ford with responsibility toward the guests. You can help make our guests' visit memorable just by showing a genuine interest in them, sharing in their excitement, and engaging in some friendly conversation. The success of this event is in large part due to participants' interaction with guests.

FIRES, FIREWOOD AND STRAW

Fires MUST be contained in pits and limited to about 24" square. All fires must be attended to by an adult at all times. NEVER leave your fire unattended. Extinguish all fires before going to sleep. For safety reasons each fire MUST have a fire extinguisher present and/or water bucket(s) filled and placed near the fire throughout the weekend. Please repair all fire pits and replace sod at your departure to help maintain the landscape for other events. Whenever possible, we encourage you to share fire pits.

Firewood will be available in designated locations. If you run short of wood, please look at your neighbors who may have piled large quantities. The Program Production team monitors the wood situation and responds accordingly.

Straw will be delivered to the camp areas. Please open one bale at a time. Do not use bales as furniture. Baled straw is not appropriate to the 1860s so please keep any unused bales out of sight. At the end of the weekend, please clean up your immediate campsite. Plastic garbage bags will be provided for you to bag up any leftover straw. Take unused wood back to the woodpile. Gather your trash in bags and leave it near any trash container or take it with you.

PARTICIPANT PARKING & CAMPING

All participants will be given a parking permit that they must fill in with their **name** and **unit** and place on the dashboard of their vehicle in sight through the windshield. *Vehicles are NOT permitted to stay in Greenfield Village even after public hours or overnight.*

Authentic Camping Participants engaging in authentic camping in Greenfield Village should drive their vehicles into the Village at the designated times to drop off their equipment and supplies. They can then park their vehicles in the Eagle Tavern Parking Lot. Overflow parking is in the Employee Lot near Lovett Hall. Do not park on the grassy field beyond the end of the Village.

Modern Camping Participants engaging in modern camping with RVs, motor homes and campers, need to park in the Employee parking lot behind Lovett Hall. Please conserve space and expect that people will be parked near your RV, etc. This is not a camp ground but a parking lot.

Village Pavilion Exhibitors & Presenters The Martha-Mary Chapel parking area is reserved for those coming in later that are solely exhibiting, working and presenting in the Village Pavilion.

AUTHENTIC CAMPING LOCATIONS

Authentic Camp locations remain the same. Modern camping will be in our Employee parking lot. Overnight campers will have access to in-house telephones located in the Swiss Chalet.

- ☐ **Confederate Military Camp** The CS Military Camp is in the area between the Logan County Courthouse and the Sarah Jordan Boarding House. Water is located on the back or side of Doc Howard's Office, Saline Parsonage, Swiss Chalet, and Mattox House. When setting up camp, please leave the entrance walk to the buildings open - especially William Holmes McGuffey School yard. The CS Military Coordinator is Mike Soules of the 5th Kentucky.
- ☐ **Confederate Civilian Camp** The Civilian Camp is located in the vicinity of the Edison Illuminating, grass area along Christie Street and behind the Menlo Park Complex near the large oak tree. Water is located on the back or side of the General Store, State Street Lunch Stand, Sir John Bennett Sweet Shop and Grimm Break Area. To access the Grimm Break Area, please use the wooden fence gate on Bagley Avenue. Please DO NOT pass through the Grimm Jewelry Shop. Lorna Mitchell-Paul is the Civilian Coordinator.
- ☐ **Union Military Camp** The Cavalry Unit will be located between Cotswold Cottage and Giddings House. The area on the southwest side of the guest walk between Plympton Family Home and the Windmill will be reserved for the Artillery Park. Infantry can camp from Edison Homestead to Daggett Farm including the front and side yards of the Susquehanna House. Water is located on the back or side of Edison Homestead, Luther Burbank Birthplace, Giddings Family Home, Cotswold House Yard, Cotswold Barn Yard and behind Daggett garden (may be concealed with a wheat shock). The Union Military Coordinator is Will Eichler of the H.Q. Mess.
- ☐ **Union Civilian Camp** The Union Civilian Camp is in the area adjacent to A&S, Smiths Creek, General Store (MSAS) and the Mulberry Grove. Lorna Mitchell-Paul is the Civilian Coordinator.

There will be a general "lights out - quiet time" in Greenfield Village starting each night at 12:00 a.m. (midnight) in any camp areas. Singing, music, large group loud conversations, etc. should cease or move to the Eagle Tavern or Employee Parking Lot to allow other participants to rest.

RESTROOMS

The restrooms in front of Sarah Jordan Boardinghouse and adjacent to Edison Illuminating will be open overnight. There are also restrooms and locker room facilities in Lovett Hall.

SHOWERS & LOVETT HALL

Participants who are camping may use the shower facilities in Lovett Hall. Showers and lavatories are located on the first floor of the building. Be sure you have your participant button with you. PLEASE NO HOBNAILES OR HEEL PLATES IN LOVETT HALL BALL ROOM - USE CAUTION WHEN WALKING INSIDE LOVETT HALL WITH PERIOD FOOTWEAR. The women's showers are located on the main floor, parking lot side of building, and the men's showers are located on the opposite side of the building.

Participants can also access Lovett Hall by foot via the west end of Firestone Train Station. Please walk to the end of the train station platform, pass through the wooden fence, and follow the sidewalk around to the back door of Lovett Hall. Participants can also walk along the back service road that runs behind Firestone Farm house that leads into the employee parking lot. The employee entrance to Lovett Hall will be closed from 12:00 a.m. (midnight) to 6:00 a.m. During this time, the back Service Road will be the only route from Greenfield Village to Lovett Hall.

SEVERE WEATHER

Specific shelter and basement locations will be distributed in Participant Check-In packets at Check-In.

MODERN VEHICLES IN THE VILLAGE

Parking will be in the Eagle Tavern parking lot starting at **5:30 p.m.** on Friday evening.

Modern vehicles including cannon crews will not be allowed into the Village after 9:15 a.m. or before 5:30 p.m. on event days. Please note that the Village will be open until 9:00 p.m. on Saturday, May 23, so modern vehicles must remain outside until 9:30 p.m. Modern vehicles in Greenfield Village after the stated times will be asked to move.

We expect and appreciate your full cooperation. *When you are driving a vehicle on the road from the parking area to the authentic camp areas within the Village, drive slowly - the speed limit on roads within the Village is 15 MPH - please watch for pedestrians. Pull up on to the curb and park on the sidewalk. Please do not block the road. HORSES HAVE THE RIGHT-OF-WAY at all times. Safety is everyone's responsibility.*

PARTICIPANT BALL

We will host a period ball in the Lovett Hall Ball Room (2nd Floor of Lovett Hall). The Ball will be held on Sunday, May 24, 2015 starting at 7:30 p.m. Light liquid refreshments (lemonade) will be served. Camp Chase will perform at intermission. This Ball is for participants only.

HOB NAILS, HEEL PLATES, ETC. ARE NOT PERMITTED IN LOVETT HALL BALL ROOM. Please bring other shoes, use duct tape on the bottom to cover, or dance in your stocking feet.

REMINDERS, GENERAL SAFETY AND PROPERTY

- ✓ The Henry Ford and the Program Production Team reserve the right to decline Check-In and participation of any unit or individual for any reason and/or remove any individual or unit from the event for violations of these rules and policies.
- ✓ Selling of any kind is not allowed in Greenfield Village during guest hours except by approved vendors.
- ✓ Dogs (other than certified service animals) are not allowed on the grounds of Greenfield Village. This includes all parking and camping areas as well as the Village itself.
- ✓ Do NOT fire muskets on the Village Green during drills – ONLY during the Commemoration on Monday are muskets to be fired on the Village Green.
- ✓ Do not fire rounds for demonstrations while horses are in the area - wait until horses are clear. Although Greenfield Village equine are used to Model T's and steam locomotives, they are not as familiar with weapon firing, drums and flags. Please use caution and minimize this activity if you see equine in the area or they are visibly nervous.
- ✓ Women older than 18 need to have their hair up during the day. Bonnets and/or proper head coverings must be worn when outside.
- ✓ Please demonstrate proper respect for The Henry Ford property and equipment.
- ✓ Potentially dangerous horseplay and practical jokes are not acceptable behavior.
- ✓ Safety policies are aimed at preventing any employee, volunteer, guest, vendor, or participant from being subjected to any unusual health and/or safety risks. Safety is everyone's responsibility.
- ✓ Regardless of the impression you are trying to portray, shoes MUST be worn at all times during the event. This policy is exempt when sleeping.
- ✓ All units and participants will be held accountable to the *Regulations and Safety Guidelines* published by The Henry Ford. Please ask for a copy if your unit representative does not have one.
- ✓ Please remember that by registering for the Civil War Remembrance, you accepted the terms and conditions outlined in the Participant Agreement and Waiver Forms.

EMERGENCY

In case of emergency, contact the nearest employee and ask them to call our Security Department. Or you can dial that number from any internal phone. In the evening, you can reach Security by calling 313.982.6096.

FOR INFORMATION

For questions or additional needs, please contact your Unit Commander or The Henry Ford - Program Production Registration.

Phone 313.982.6058

Email ParticipantInfo@thehenryford.org

Participant Information - Information, Schedules, Maps, etc.

<http://www.thehenryford.org/events/participants.aspx>