
PARTICIPANT INFORMATION
CIVIL WAR REMEMBRANCE
MAY 25 - 27, 2013

CHECK-IN:

All participants in the 2013 *Civil War Remembrance* program must check-in in at the Check-In booth prior to participation – preferably before 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) respectively. Walk-up registration and check-ins will not be allowed. If there are any questions regarding your or anyone's status as a registered participant, please contact your unit commander or the Check-In Office prior to the event weekend.

Check-In will be held in the Eagle Tavern Parking Lot behind the Taste of History Restaurant. All participants will enter Greenfield Village via the Eagle Gate following *Eagle Lane*. Maps and directions are available from the participant website or distributed through their unit contact.

Check-In Hours:

Located in the Eagle Tavern Parking Lot

Friday, May 24 5:30 p.m. - 8:00 p.m.

Saturday, May 25 7:00 a.m. - 12:00 p.m. (noon)

Sunday, May 26 8:00 a.m. - 12:00 p.m. (noon)

Monday, May 27 8:00 a.m. - 10:00 a.m. (times are tentative)

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. **When you call, please identify yourself and your unit and specify that you need to make arrangements to enter the village after hours.**

ICE FOR SALE & COFFEE ~

Participants have asked that ice be made available to purchase during CWR. Although we have attempted to do this in the past without much success, we will try once again. We will have 7 lbs bags of ice available for purchase at the Check-In location during Check-In times. Ice will be sold at our cost of \$2 each and only available at Check-In during Check-In times.

The Owl Night Lunch stand, on the corner of *Main Street* and *Bagley Avenue* in front of the Ford Motor Company building, will be open for business (coffee, etc) for participants starting at 8am each morning. The TOH restaurant will not be open until 9:30am.

CHECK-IN PACKETS & PARTICIPANT AMMENITIES:

Participants will receive a Check-In Packet at Check-In. These packets contain important information and materials you will need for the event. Included in the Check-In packet will be participant buttons, program information updates, maps, and a guest program guide.

Participant buttons are your identification for the weekend. Each participant that 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.

EXAMPLE: Participant Mother registers herself, her husband and three kids. They will receive (8) buttons in their Check-In Packet (one for each of them and three for the person who registered (the mother in this case) to distribute to non-participating friends.

These buttons allow you and your non-participating guest(s) admittance to Henry Ford Museum and Greenfield Village on Saturday through Tuesday, May 25 – 28, 2013. **They are not valid for admission to IMAX or the Ford Rouge Tours.** Tickets for these venues must be purchased separately. 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. If you leave Greenfield Village through the main Village Entrance, be sure to have your hand stamped by the ticket attendant. This will allow you back into the village if you misplace your button.

Discount admission coupons are valid only for additional Greenfield Village admissions beyond the four complimentary ones you are given. Admission tickets for Greenfield Village can be purchased on the dates indicated on the coupons 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 pick up an envelope when you check-in. Put the person's name on the envelope and Leave it at the Concierge Desk at the Village Entrance. **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 request will be strictly enforced by our Security Department.

2013 AMMENITIES BREAKDOWN

- ✓ Participant buttons – see above for allotment breakdown. The buttons will allow free admission to both Greenfield Village and Henry Ford Museum on Saturday, Sunday, Monday and Tuesday of the event. *This does not include IMAX or the Rouge Factory Tour.*
- ✓ Four (4) additional coupons for discounted admission tickets to Greenfield Village.
- ✓ Four (4) coupons for discounted Ride Passes.

AUTHENTICITY GUIDELINES:

In an effort to continually uplift the program standards from year to year, we are asking all participants to focus on a few items. It is the responsibility of the unit commanders and contact person(s) to forward this information to their membership and assist in its enforcement during the program. These items are in keeping with The Henry Ford's guidelines used for frontline 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). Again, you can place watches in your pockets, etc. so long as they are out visitor 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 visitor 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. THIS CANNOT BE STRESSED ENOUGH as the *Detroit Free Press* published the following photo and caption on September 10, 2010 of a participant in our Civil War Remembrance program:

"Civil war reenactors are sticklers for historical accuracy, as this reenactor at Greenfield Village in Michigan proved with her historically accurate circa 1863 cell phone."

*Source: Mike Thompson, Detroit Free Press
September 8, 2010*



★ **FOOD AND EATING ESTABLISHMENTS**

The Henry Ford Staff in period clothing are not permitted to consume food or drink in any publicly visible area and must do so in our behind-the-scenes locations. Although this is not possible with our participants we do ask that you confine your consumption of non-period food and drink to the immediate vicinity of the food establishments. In other words, we do not want participants walking through the village with modern cups, wrappers and consumables. Place drinks in appropriate cups, food in haversacks, etc. Food & beverage purchased on-site should be consumed near the point of purchase unless appropriately concealed in a period manner. 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 visitor sight during the program hours. No cameras, camcorders, or other anachronistic equipment, clothing or camp equipment (coolers, plastic bags etc.) should be used or visible while the public is present.

★ **SMOKING**

In compliance with the May 1, 2010 State of Michigan Public Smoking Ban, smoking of any tobacco products 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. Please see the enclosed map for these locations.

Additional Policies & Guidelines

- ✓ No alcohol is allowed on-site. Anyone exhibiting signs of drunkenness, drug use or other behavior detrimental to the event will be expelled from the event.
- ✓ The Henry Ford and the Creative Programs Team reserve the right to decline the Check-In and participation of any unit or individual for any reason.
- ✓ The Henry Ford and the Creative Programs Team reserve the right to remove any individual or unit from the event for violations of these rules and policies.
- ✓ Please maintain a period appropriate appearance in dress and behavior during event hours.
- ✓ Modern beverage containers, including those from THE HENRY FORD food outlets, **may not** be carried through the Village, into camps or demonstration areas while wearing period clothing.

- ✓ Selling of any kind is not allowed in Greenfield Village during visitor hours except by approved vendors.
- ✓ Please keep all modern items out of visitor sight during the program hours.
- ✓ Footwear must be worn at all times regardless of your impression. This policy is exempt when sleeping.
- ✓ ***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.***
- ✓ Participant buttons must be kept on your person at all times. Buttons should be kept **out of sight** from visitors while wearing period clothing. Participant buttons must be shown when entering secured gates to THE HENRY FORD.
- ✓ Please, no family or participants in modern clothes in the period encampments during visitor hours. This means sitting in camp, loitering, etc.
- ✓ Do not fire rounds for demonstrations while horses are in the area - wait until horses are clear. Although G.V. equine are used to Model Ts 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.
- ✓ When driving in the village, remember that ***pedestrians and horses have the right of way.***

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. Wedding parties often book Model Ts or Horse-drawn Carriages to ride through Greenfield Village for photographs, etc. Please use all courtesy and consideration for all groups and activities before, during and after public hours. These weddings and bookings help sustain The Henry Ford's program efforts and allow us to host events such as the one in which you are participating.

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... share in their excitement... engage in some friendly conversation. The success of this event is in large part due to participants' interaction with guests.

All employees of The Henry Ford and guest participants are asked to follow these guidelines.

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 G.V.'s landscape for other events. **Whenever possible, we encourage you to share fire pits.**
- **Firewood** will be available in designated locations. The Village puts out the same amount of firewood, if not more than the preceding year and after the event we have several truck loads not used. If you run short of wood, please look at your neighbors who may have piled large quantities. The Creative Programs team monitors the wood situation and responds accordingly.
- **Straw** will be delivered to the camp areas. Please open one (1) 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. Douse your fire and replace any sod you removed. Plastic garbage bags will be provided for

you to bag up any leftover straw. Take unused wood back to the woodpile (Coordinators will direct you to the appropriate wood pile.) 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 should fill in with their name and unit and place on the dashboard of their vehicle in sight through the windshield. Please ensure this is done as it is not an option. Vehicles are NOT permitted to stay in Greenfield Village even after public hours

- **Authentic Camping**

Participants that will engage in authentic camping in Greenfield Village should drive their vehicles into the Village at the designated times before and/or after closing to drop off their equipment and supplies. They can then park their vehicles in the Eagle Tavern Parking lot. **Overflow parking should be in the Employee lot near Lovett Hall or the backwoods roads near the Artillery and Cavalry rig parking.** Please avoid parking on the grassy field beyond the end of the Village.

- **Modern Camping**

Participants that will engage in modern camping with RVs, motor homes, 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.

- **Artillery and Cavalry**

Artillery and Cavalry units should park their rigs along the dirt road system BEHIND the Green Storage Shed and ridge behind. Please keep vehicles to one side of road to allow for traffic. Please keep vehicles consolidated, away from the Railroad Tracks and as inconspicuous from visitor sightlines as much as possible. SEE THE MAP ENCLOSED FOR VISUALS.

- **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. They will have different colored parking permits.

AUTHENTIC CAMPING LOCATIONS:

Authentic Camp locations are the same as last year. Modern camping will be in our Employee parking lot. Overnight campers will have access to in-house telephones located in the Swiss Chalet Employee Break Area (large stone building across from the Garden Store). See map in the Check-In packet. Vehicles should **NOT** be parked overnight in Greenfield Village.

- **CONFEDERATE MILITARY CAMP**

The CS Military Camp will be in the entire 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, Adams Family Home, Chalet break area, and Mattox House*. When setting up camp, please leave the entrance walk to the buildings open - especially William Holmes McGuffey School yard. This site will be used during the day for children's activities. The CS Military Coordinator is Mike Soules of the 5th Kentucky.

- **CONFEDERATE CIVILIAN CAMP**

The Civilian camp will be 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 visitor 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, Garden Office Store (formerly the Burbank Store), 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. Water is located on the back or side of the *Silk Mill, 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

In keeping with the educational and historical quality of our programs, please keep the following points in mind:

- ✓ Please keep all modern items (coolers, lawn chairs, etc.) somewhere unobtrusive.
- ✓ Please, no family or participants in modern clothes in the period encampments during visitor hours. This means sitting in camp, loitering, etc.
- ✓ Selling of any kind is **not allowed** in the village during visitor hours.
- ✓ Bales of straw are NOT APPROPRIATE FOR an 1860s impression. Please break up all bales of straw.

In case of an emergency during the day, contact any employee and have them call Security. In the evening, you can reach our Security Team by calling extension 313/982-6100 ext.3220. All incoming telephone calls after 6:00 p.m. go to our automated answering system.

WATER LOCATIONS (*exterior unless noted*) & RESTROOMS:

- | | |
|---------------------------------------|---|
| • <i>Doc Howard's Office</i> | • <i>Sir John Bennett</i> |
| • <i>Adams Family Home</i> | • <i>Grimm break area (interior)</i> |
| • <i>Chalet break area (interior)</i> | • <i>Grimm Jewelry Fence near Heinz</i> |
| • <i>Mattox House</i> | • <i>Burbank Store</i> |
| • <i>General Store</i> | • <i>Giddings Family Home</i> |
| • <i>State Street Lunch Stand</i> | • <i>Cotswold house yard</i> |
| • <i>Cotswold Barn Yard</i> | • <i>Daggett garden</i> |
| • <i>Silk Mill</i> | • <i>Grimm Fence near Heinz</i> |

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.

"LIGHTS OUT/QUIET TIME" (12:00 midnight):

There will be a general "lights out quiet time" in Greenfield Village starting each night at 12:00am (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 sleep/rest. Please feel free to maintain your conversations and gatherings in these locations, but out of respect to those trying to get rest we ask that you observe the "Lights Out/Quiet Time".

SEVERE WEATHER:

In the event of severe weather, The Henry Ford security will notify/alert guests and participants (during and after hours) of severe weather as well as open up basements to pre-selected buildings in Greenfield Village. There are also identified severe weather shelter areas located in Lovett Hall and the Benson Ford Research Center. Specific shelter and basement locations will be distributed in Participant Check-In packets at Check-In.

DORMS, SHOWERS & LOVETT HALL:

Dorms are open to all participants of C.W.R. Dorm Rooms are on the 2nd floor of Lovett Hall and called '**Game 1 – 4**'. Room **GAME 1** is **Female Only** and **GAME 2** is **Male Only**. Rooms **GAME 3** and **GAME 4** are **Co-ed**

Participants planning to camp in Greenfield Village on event nights may use the shower facilities in Lovett Hall. Showers and lavatories are located on the first floor of the building. Be sure have your participant button with you. **PLEASE NO HOBNAILS 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 beyond the Human Resources Office. There will be a map enclosed in your participant packet with directions.

Participants can also access Lovett Hall by foot (i.e. for the Ball) via the employee entrance to Greenfield Village. This entrance is at the west end of **Firestone Train Station** near the front entrance to Greenfield Village. Please walk to the end of the train station platform and 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 and garages that lead into the employee parking lot. **The employee entrance to Lovett Hall via 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.**

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 5:15 p.m. on event days. Please note that the Village will be open until 9:00p.m. on Saturday, May 28 so modern vehicles must remain outside until 9:15 p.m. Modern vehicles in Greenfield Village after the stated times will be asked to move.

If there are still a significant number of visitors in the Village at 5:15 p.m., you will be asked to hold up on bringing your modern vehicles near your camping area until the village is cleared. ***We expect and appreciate your full cooperation.*** Vehicles are not permitted to stay in Greenfield Village overnight – please move them to a designated parking area once you have unloaded/loaded your camp items.

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) and watch for pedestrians. With the new road system in G.V., you will not be able to pull off to the side of the road as easily as you have done in the past. You can 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.

Your ***Check-In packet parking permit*** must be placed on the dashboard of your modern vehicle, with your name and unit listed. This helps us identify you as a participant and helps us locate you in case of emergency.

ALCOHOLIC BEVERAGES:

For the days that you are here and part of our public programming, you represent The Henry Ford. Visitors think of you as an extension of our staff. For this reason, we expect you to follow several of 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 museum and village. For this reason, no alcoholic beverages will be served to participants in any of the *The Henry Ford* restaurants.

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 presented 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.

PARTICIPANT ENTRANCE TO GREENFIELD VILLAGE & LOVETT HALL:

Participants who choose to walk to Lovett Hall should use the Employee Entrance. This is located at the end of the Firestone Train Station, just follow the sidewalk into Lovett Hall.

PARTICIPANT BALL:

As we have done the past several years, 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 26, 2013 starting at approximately 7:30 PM. Light liquid refreshments (lemonade) will be served. Camp Chase will perform at Intermission.

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.

GENERAL SAFETY & PROPERTY:

- ✓ Please demonstrate proper respect for Museum property and equipment.
- ✓ Potentially dangerous horseplay and practical jokes are not acceptable behavior.
- ✓ Museum and Village safety policies are aimed at preventing any employee, volunteer, visitor, 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.
- ✓ Dogs (other than certified service animals) are no longer allowed on the grounds of Greenfield Village. This includes all parking and camping areas as well as the Village itself.

COMMANDER/REPRESENTATIVE MEETING ~ 9:00 AM:

We will hold a commander/unit representative meeting each morning promptly at 9:00AM at the Swiss Chalet Break Area. Please send your unit representative and/or commander to this meeting.

VILLAGE HOURS & GATE ACCESS:

Greenfield Village public hours for *Civil War Remembrance* are 9:30 AM – 9:00 PM (Saturday) ~ 9:30 AM – 5:00 PM (Sunday & Monday). **The BLUE GATE closes at 12:30AM** unless there is a wedding. The Eagle Gate closes much earlier. Please plan accordingly.

EMERGENCY:

In case of emergency, contact the nearest employee and ask them to call our Security Department at ext. 3220. Or you can dial that number from any internal phone. Outside line (i.e. cell) 313.982.6100 ext. 3220.

FOR INFORMATION:

If you have any questions or need to call ahead to make special arrangements, please call or e-mail the Check-In Office.

Colleen Romzek is the Check-In Supervisor. Her direct e-mail address is ColleenR@thehenryford.org Otherwise; participants can use the contact information below.

The Henry Ford
Greenfield Village Creative Programs ~ CWR 13
20900 Oakwood Boulevard
Dearborn MI 48121-1970
313.982.6058 [phone]
313.982.6223 [fax]
ParticipantInfo@thehenryford.org

Participant Information

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

The Participant Information web-link above will have participant information, schedules, maps, etc. for the *Civil War Remembrance* weekend. Additional information will be added as they become available as the event nears.

