

VAW Experiential Museum

November 24-26, 2017
PETA Theater, Quezon City

EVENT GUIDELINES

1. The VAW Experiential Museum is an interactive and walk-through event. It involves going through various rooms of the theatre building, and climbing up and down staircases from first to fourth floor. There are no elevators in the theatre. Participants are advised to ensure that they are healthy and fit to participate in this type of activity.
2. Screenings shall be held on November 24 to 26, 2017 only. There shall be three (3) screenings per day, as follows:

First screening – 10:00 AM to 12:00 noon

Second screening – 1:30 PM to 3:30 PM

Third screening – 4:00 PM to 6:00 PM

3. The event can accommodate a **maximum of 150 persons** per screening. **Due to the nature of the activity, and considering crowd safety, the event shall strictly enforce a “no ticket, no entry policy.”**
4. Only individuals/agencies/organizations that have successfully pre-registered can claim their entry tickets for the kick-off activity. Registration and ticket booths shall be open on the following schedules:

November 24, 2017 – 7:30 AM

November 25, 2017 – 9:00 AM

November 26, 2017 – 9:00 AM

5. **Participants must claim their tickets at least 30 minutes before the scheduled time of screening.** No show or non-appearance at the registration area within the prescribed period means forfeiture of tickets.
6. Please come to the venue in time for your confirmed schedule of screening. Transfer of schedule shall not be allowed.
7. Agencies/organizations are advised to assign one (1) team leader or representative to claim their entry tickets. Kindly submit the name of the team leader and alternate team leader to PCW by November 22.
8. Opening and closing of theater doors are as follows:

November 24 (Friday)

Batch 1

Opening: 8:30 AM

Closing: 8:45 AM

Batch 2

Opening: 1:00 PM

Closing: 1:15 PM

Batch 3

Opening: 3:30 PM

Closing: 3:45 PM

November 25-26 (Saturday to Sunday)

Batch 1

Opening: 9:30 AM

Closing: 9:45 AM

Batch 2

Opening: 1:00 PM

Closing: 1:15 PM

Batch 3

Opening: 3:30 PM

Closing: 3:45 PM

9. Free-seating shall be observed, except for seats duly marked as reserved by the organizers. Early arrival means better chances of getting the seat of your choice.
10. The entire program (briefing, journey proper and debriefing) shall last for two hours. **Participants are required to complete the walk-in tour and take part in the commitment ritual. A simple souvenir shall be given to those who will complete the journey and post their commitment to the commitment board.**
11. Taking of photos and videos is strictly prohibited to ensure the smooth flow of the performances and to keep all participants focused on the journey.
12. St. Luke's Medical Center (SLMC) in E. Rodriguez Avenue has the nearest paid parking facilities from the venue. Participants who parked in SLMC may avail free shuttle services provided by PETA. A valet service with a fee P150.00 is also being offered by PETA. Payment shall be on personal account of vehicle owners.
13. Participants are encouraged to use the campaign shirt during the event. Design of the official 18-Day Campaign shirt can be downloaded at www.pcw.gov.ph/VAWfreePH2017. In case participants are not able to acquire the prescribed upper attire, they may wear any White shirt / blouse / polo instead.
14. Bringing of food and drinks are not allowed inside the venue and its premises. Agencies may consider arranging their delegation's meals in nearby establishments.

15. Bringing of pets, alcoholic beverages, illegal substance, backpacks and other oversized bags, and deadly weapons that may cause harm to others are also strictly prohibited.
16. To maintain cleanliness of the venue, participants are requested to refrain from littering and vandalizing the area before, during and after the activity.
17. The event is a peaceful and politically-neutral gathering of people and organizations sharing the common vision of addressing Violence Against Women and making our community VAW-free. Agencies/organizations are requested to advise their delegations to help the organizers maintain cleanliness and orderliness before, during and after the event.

For further details, contact the PCW-Corporate Affairs and Information Resource Management Division (CAIRMD) at Tel. Nos. 735- 8509 or 735-1654 local 131 or email events.pcw@gmail.com