



OneOak launch event

Wednesday 20th January 2010

Thank you for confirming your attendance at the launch of the OneOak project on
Wednesday 20th January.

Please find below all the information you need to attend the event.

The event will take place at the centre of a large woodland. Due to the number of people attending (including many hundreds of children) and a parking shortage nearby, we are asking guests to walk into the wood. A short minibus shuttle will take you from your car to a drop-off point at the woodland edge. Please dress appropriately for the outdoors.

What is the programme for the event?

1000-1030	Guests arrive at parking (Pleasure Gardens, Blenheim Palace) and take shuttle buses.
1030-1120	Guests arrive in woodland. <i>View children activities, watch demonstrators and find a hot drink.</i>
1130	Everyone to congregate at tree
1135	Preparation of the tree
1150	Speeches by His Grace the Duke of Marlborough, Sir Martin Wood (Chairman of Sylva) and Dr Gabriel Hemery, (CEO of Sylva)
1200	The 'felling'
1205	Toasting the tree! (CEO Sylva)
1220	Photos/Media interviews <i>Guests to visit demonstrators.</i>
1230	First guests begin to walk to the pick up point
1345	Last minibus departs
1400	Event closes

How do I get to the event?

- For guests: arrive from 1000-1030

Please drive to the car park at the *Pleasure Gardens* at Blenheim Palace. The Palace is normally closed to visitors in January so you must use the Woodstock entrance detailed here and show your invitation at the gate – **for map see attached or [click here](#)**. From the car park a minibus will take you to the site at Bladon Heath. There will be four or more trips made to the site at the following times:

- | | |
|-----------|---|
| • 10.15am | First minibus departs the Pleasure Gardens, Blenheim |
| • 10.30am | Second minibus departs |
| • 10.45am | Third departs |
| • 11.00am | Final minibus departs |

There is a 10 minute walk from the drop off point to the OneOak tree. You will walk through Bladon



Wood on a hard track. En route you will be able see local children, who have been involved in the OneOak education programme, doing various activities. We will ensure all routes are fully signposted both by road and through the woodland to the site – look out for the three acorn logo.

If you miss the last minibus please drive to Bladon Village where you will need to find parking and make your way to the southern end of Manor Road (OS map SP446145). There is limited parking at this point and therefore we cannot guarantee a parking place. We strongly recommend that you use the minibus facility.

- For Exhibitors/Media

We recommend that you liaise with [Lesley Best](#) at Sylva if you require a vehicle onsite to unload equipment. The set up time for exhibitors is between 8am and 10am. You may bring your vehicle onto the site unload but afterwards you will need to remove it from the vicinity of the centre of the event.

- For people needing special access arrangements

There are some parking places available along the track through the wood to the site. There are a number of clear areas to the side of the track that are suitable for parking. There are limited places so please liaise with [Lesley Best](#) at Sylva so that a place can be allocated. It is essential that we keep the track through the wood clear for emergency vehicle access.

What do I need to wear?

Please do wear warm clothing and bring wet weather gear, including sturdy outdoor footwear. You will be in a woodland for the whole of the event and there will be periods of time when you will be standing still.

What time can I depart?

The programme for departure from the woodland is as follows:

- **13.00pm** First minibus departs (allow 15 minutes to walk out)
- **13.15pm** Second minibus departs
- **13.30pm** Third minibus departs
- **13.45pm** Fourth minibus departs

Please allow 15 minutes to walk from the OneOak tree to the pickup point. If you miss the last minibus a member of staff will be at the pickup point to arrange travel to collect your car.

What refreshments are available?

Sylva Foundation will be providing hot drinks and some biscuits. Coffee/ tea and hot chocolate will be available throughout the event on an open pit fire. Please feel free to bring your own refreshments as required.

What are the health and safety arrangements?

We will be providing:

- Toilet tent and hand cleansing facilities.
- First Aid facilities.
- Fenced safety exclusion area around the tree.

What happens if the event has to be cancelled?

Given the time of year it may be necessary postpone the event due to adverse weather conditions. We will make a decision at 9.00am on Tuesday the 19th January so please do check the website (www.OneOak.info) for up to date information. In addition, we will email everyone on Tuesday 19th January. If the event cannot proceed we have a reserve launch date on **Wednesday January 27th 2010**.



Map we recommend that you view the [online map](#) for improved clarity, where you can also request detailed directions.

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Transport and Access arrangements for the OneOak launch event. 20th January 2010.
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