



TGE Cosplay Guest & Ambassador Handbook

Introduction

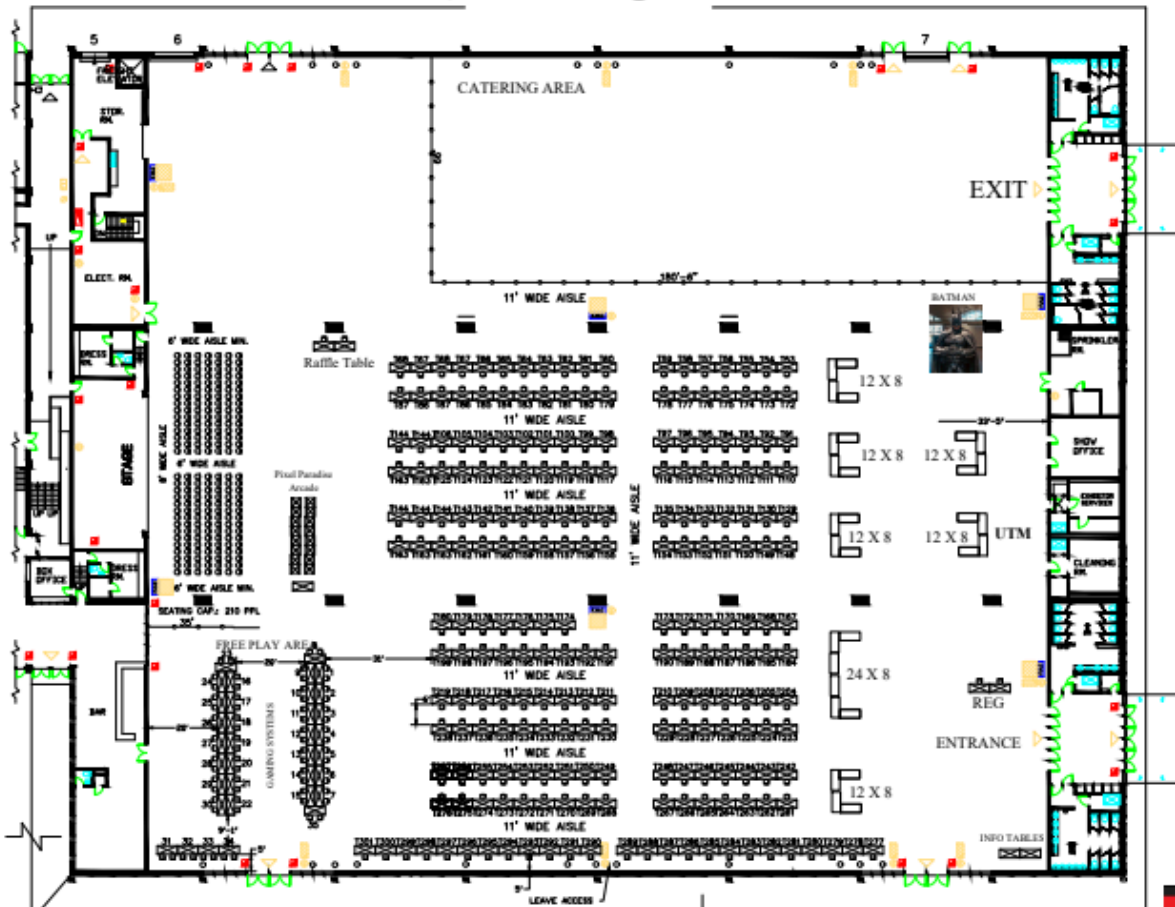
Welcome to the team of Cosplay Guests & Ambassadors for our thrilling Toronto Game Expo experience! We are excited to have you on board.

Your role as a TGE Cosplay Guest or Ambassador is crucial in creating an immersive and exciting experience for attendees, attracting media attention, and fostering a positive atmosphere.

This handbook outlines your responsibilities and expectations, to ensure the success of the convention.

Floorplan - Draft

Toronto Game Expo 2023-Fall Q.E Building at CNE





Cosplay Programming

Thank you for joining us as a Cosplay Guest!

We are excited for you to help represent the inclusion and beauty of this artistic expression!

Please encourage friends and fellow cosplayers to partake in our workshops and fabulous Cosplay Contest judged by Mischief Makers ® !

We can't wait to see your booth display!

Have a wonderful time and take lots of pictures.

Load In & Load Out

- Please arrive between 8:00-10am. Doors open at 11am.
- Clean up is 6pm-7:30pm
- Shanshan will be arriving at 9am on March 23rd

Role Overview

1. Event Promotion

- Encourage cosplay, pop culture, gaming, and trading card collector enthusiasts to purchase tickets leading up to the event.
- Provide information on ticket options and promotions to prospective purchasers.
- Ambassadors will be given an affiliate code to earn a portion of every ticket sold through that code

2. Media

- Engage with media representatives and influencers (but please add a disclaimer that you are not able to make any statements on behalf of TGE - only the founders/staff may make comments on the show itself)
- Showcase your cosplay and promote the event through your social channels, interviews, and photo opportunities.

3. Setting a Good Example:

- Contribute to a positive and inclusive atmosphere.
- Serve as a role model for attendees by embodying the spirit of the convention.

4. Code of Conduct:

You will be expected to read, understand, and sign our code of conduct. Ambassadors are expected to adhere to a high standard of behaviour and conduct to maintain a positive and welcoming environment.

Respect and Inclusivity:

- Treat all attendees with respect.



- Avoid offensive language, gestures, or behaviours.

Cosplay Etiquette

- Ensure your cosplay aligns with event guidelines and policies.
- Respect personal boundaries and consent when interacting with others.

Professionalism

- Present yourself in a manner that reflects positively on the event.
- Address conflicts with discretion and report issues to event organizers.

Social Media Guidelines

- Avoid sharing confidential event information.
- Promote the event positively on social media.
- Refrain from engaging in online conflicts related to the event.

Duties at the Convention

Event Interaction

- Participate in interviews and photo opportunities.

Cosplay Programming Assistance

- Participate and organize scheduled cosplay showcases and workshops (TBD) or assist in coordinating cosplay workshops
- Encourage attendees to showcase their cosplay creations.
- Guide attendees to workshop locations

Training and Communication:

Virtual Training Sessions

- There will be 1 training session approx. 2-3 weeks prior to the show where you can familiarise yourself with event guidelines and policies.
- Utilize designated google doc and messaging thread as communication channels for updates and queries.
- Report any issues promptly to event organizers.



Thank You!

As a TGE Cosplay Ambassador, you play a vital role in creating an unforgettable experience for attendees and promoting our brand.

Thank you for your enthusiasm, dedication, and commitment to fostering a positive and inclusive atmosphere. Let's make this event an amazing celebration of cosplay and pop culture!

Toronto Game Expo isn't a show, it's an experience!

Thank you,

We look forward to working with you as a team!

Megan Taylor - Queen Harleen

TGE Event Details

- Saturday March 23
- 12pm-6pm, VIP at 11am
- Load in from 8am -10:30am
- Queen Elizabeth Building, Exhibition Place (180 Princess Blvd, Toronto, ON)

Code of Conduct

When participating at Toronto Game Expo, all attendees and staff shall hereby agree to have read, understood and adhere to the following Code of Conduct (COC).

Everyone has a right to a safe environment. Be mindful of your surroundings and of your fellow participants. Act with respect towards everyone you encounter, including event and venue staff. Exercise consideration in your speech and actions.

Please remember that cosplay is not consent. Please kindly ask before taking photos and respect a person's decision if they wish to not be photographed. Always treat one another with kindness and respect.



There is a zero tolerance policy for any kind of racism, sexism or terrorism at TGE. Failure to comply may result in you being blacklisted for future events and being escorted off the premises by security, without refund.

Prop Policy

Props must be checked and tagged at registration upon entering, where your name, address, and image of weapon will be collected. This information will be kept confidential and not distributed publicly in any way. If you are unsure or have questions about your prop, please email torontogameexpo@gmail.com

Not Permitted

- Real weapons or firearms
- Sharp or sharpened metal
- Loose pieces which could easily detach

Permitted

- Fantasy props
- Airsoft (unloaded; no battery and with orange tip)
- Foam, wood, plastic materials
- Replica weapons with the orange tip which cannot be fired

Instructions for Prop Check (Registration Procedures)

1. Allow Cosplayer to read this sheet in its entirety
2. Record Name and Address of cosplayer by filling out the prop form below
3. Take photo of entire prop and cosplayer holding the prop with your phone (for reference)

Prop Form

By filling this form I understand that I am bringing a prop that is permitted and I agree to handle my prop with care and hold harmless the other attendees at Toronto Game Expo.

First Name	Last Name	Email	Address	Signature

