

## Safety

- Hartley **requires a helper/handler at all times.**
- Hartley **cannot do stairs** or escalators. Their feet are big like clown shoes – huge! If traveling between floors is required, so is an elevator.
- Stay away from fire and water. Avoid food stations, cords on the floor, tripods, electrical equipment and other tripping hazards.
- Warn Hartley of little kids they might not see, or barriers to walk around.

## Getting into Costume

Hartley is big. Hartley and their handler will need space in a **private area to get suited up**. Ideally not a bathroom – Hartley and their handler may not be able to go into the same bathroom, and **Hartley definitely cannot fit into a stall.**

The person wearing Hartley’s costume will need a secure place to store the black costume carrying bag, personal belongings and any extra clothing layers while performing. Their handler may need to do the same.

Don’t forget to use the restroom before getting into costume!

Recommended attire to wear inside the Hartley costume is a **light t-shirt or tank top and shorts**. Wear socks when putting on Hartley’s shoes/feet.

## Have a helper/handler

Hartley ***must*** have a handler nearby to assist Hartley in moving around, and in case they need to take a break or have an emergency. As mascots are not supposed to talk, agree ahead of time on some simple hand signals between Hartley and their handler. When the signal is given the handler can announce something like “Time for a break, we’ll be back soon!” or “That’s all, thanks for joining us, now it’s time to say goodbye to Hartley!”

Because Hartley does not speak, their handler needs to talk to the public for them. Invite people to get a photo with Hartley, or to give Hartley a high-five.

## Staying Cool

Hartley’s costume comes equipped with a fan at the top of their head. This allows air to keep circulating around the head of the performer. Before a performance, make sure you have fresh 9V batteries that will last the whole day.

Try to have Hartley stay in air-conditioned buildings or in the shade outdoors.

Hartley has a cooling vest with 4 ice packs – freeze them overnight before the performance, if possible.

# Hosting Hartley T. Heart



## Take breaks

In extremely hot weather and for long appearances, **Hartley should be taking regular breaks every 45-60 minutes.** Try to have a tent or room nearby where the performer can quickly sneak into to remove the big blue heart body and **drink some cool water.** Make sure this place is discreet, where the audience cannot see Hartley when they are out of costume.

## Know when to stop

Hartley's costume gets very warm inside. Watch for signs of overheating. These include:

- Cool, moist skin with goose bumps
- Heavy sweating
- Faintness/Dizziness
- Fatigue
- Weak, rapid pulse
- Low blood pressure upon standing
- Muscle cramps

If in doubt, always end Hartley's performance before a serious situation can develop.

## After the Show

After Hartley's performance, please **allow the costume to air out** as much as possible before storing it in the black carrying bag for very long.

Hartley maintenance includes wiping down **only the inside** of the blue heart body with a damp cloth (ideally using gentle soap like Woolite and water on the cloth) after each performance.

- **DO NOT get the OUTSIDE of Hartley wet.** Water will stain. If rained on, dry Hartley out before putting into the black carrying bag, and let his Gift of Life helpers know that he got wet (email: [Hartley@golm.org](mailto:Hartley@golm.org)) so they can try to remove the water stains when Hartley gets back to the office.
- Wash Hartley's arms (shirt), legs and cooling vest (remove the ice packs) in COLD water using gentle detergent (Woolite, Dreft, etc.) and **AIR DRY.** Never put any part of Hartley's costume into a dryer!
- Gently wipe down Hartley's shoes with a damp cloth if necessary.
- Ensure the fan inside Hartley's head is turned off.

**Ensure you are returning every item** from Hartley's costume (listed below). All items can be put inside Hartley's black carrying bag.

# Hosting Hartley T. Heart



## Hartley's Costume

- ✓ Black carrying bag
- ✓ Heart-shaped body
- ✓ Donate Life magnetic logo
- ✓ Shirt with green "arms"
- ✓ Green pants/"legs"
- ✓ Shorts with Gift of Life and Donate Life logo, suspenders
- ✓ Green shoes/"feet"
- ✓ Two green gloves/"hands"
- ✓ Beige cooling vest with 4 ice packs for the pockets
- ✓ Two giant driver's licenses (vertical and horizontal)
- ✓ 9V batteries for the internal fan
- ✓ Social media postcards to distribute
- ✓ Hartley swag

## Hartley's Social Media

Hartley needs **photos and videos** to share on social media, to support all the great events they are invited to and to help further the message of organ, tissue, and eye donation.

Hartley's handler should help obtain these photos and videos if possible, or ask the event organizer to send them later. Send to [Hartley@golm.org](mailto:Hartley@golm.org)

- Posed shots: Make sure people with Hartley are okay with their photo appearing on social media
- Candid photos: Encourage Hartley to be interactive with people and grab some fun photos
- Videos: Longer videos in landscape (horizontal), shorter videos in portrait (vertical)

Please tag Hartley T. Heart in your organization's social media posts about their appearance!

- Facebook: Hartley.T.Heart
- Instagram: @hartley\_t\_heart
- Twitter: @hartley\_t\_heart
- TikTok: hartley\_t\_heart
- SnapChat: hartley\_heart