



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

ACOUSTIC CAFE AREA

The Plumstead Make Merry festival is run entirely by volunteers, from the planning stages through to the management on the day of the event. This list of key tasks is for the Acoustic Cafe area, there are many specific areas of responsibility throughout the event, all of which require some involvement with others. Though the list below may not be comprehensive, it does outline the key tasks required by volunteers. For each area there is a lead person responsible in the run up to the event which may differ to the person specified as the on-day lead, and they will delegate tasks. Volunteers may wish to be involved in one or more of the tasks, or may wish to be a part of more than one area of responsibility, you may be able to dedicate only a couple of hours or you may be able to commit to more time, and in many cases no previous experience is necessary. Volunteers do need to be aged 18 or over. As a not-for-profit organisation we are unable to pay volunteers.

It is important that all sub-group leaders review feedback from the previous year's event at the planning stage. All volunteers need to adhere to all Health & Safety and Licensing Regulations that are relevant to that section. All lead persons need to ensure that they brief all the volunteers working with them, and liaise with other sub-group leaders as they may have information or requirements that affect that section.

If you are interested please drop us an email at volunteers@plumsteadmakemerry.co.uk

ACOUSTIC CAFE PERFORMANCE STAGE

Tasks include the following:

- Draw up a schedule of performers with their details for the Stage Manager.
- Ensure that the Stage Manager of this area has the list of acts, and the schedule of timing for the day.
- Assist the Stage Manager, if required.

CAFE AREA

Tasks include the following:

- Source tables and chairs, including a sturdy table for the water urns.
- Ensure that the tables are sited in safe places to avoid any H&S concerns i.e. the table with water urns is not against a marquee wall or not in a public walkway.
- Source gas bottles for the urns and check that someone on duty knows how to use them.
- Source food and drink provisions for the area, including steward lunches, liaising with the Fundraising Coordinator.



- Arrange the purchase and/or collection of food items either before the event or on the day depending on what they are and where they are coming from. For example, donations of boxed cakes from a supermarket could perhaps be collected in advance, whereas products such as milk would need to be collected on the day.
- Ensure that any stock needed for the Café that is currently in storage is checked and cleaned at least two weeks prior to the event. For example, are the water containers dry, clean and usable? Are there vases for the flowers and serving trays for food?
- Ensure that the water urns have been de-scaled and thoroughly cleaned at least one week prior to the event.
- Purchase any required non-food stock prior to the event.
- A monetary float needs to be arranged from the Treasurer prior to the event start for the Café Manager on the day.

MARQUEE DECORATION AND LAYOUT

Tasks include the following:

- Set up the inside of the marquee, and also pack up all non-perishable contents at the end of the event. Please note that the marquee itself is erected and taken down by a professional hire company.
- Collecting the tables and chairs from whomever they have been sourced from/
- Arranging the tables and chairs in a cafe style or other appropriate layout depending on what has been sourced.
- Ensure that the correct banners and posters have been collected (and made if necessary) and that they are hung in appropriate places on the day.
- Ensure that the correct tools are available on the day e.g. spanners for the gas cylinders.
- Ensure that detailed instructions for connecting and igniting the urns is produced, in laminated form, and is available with the urns.