



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

ACTIVITY AREAS

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 Activity Areas, 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

PRE-EVENT

Tasks include the following:

- Investigate possibilities.
- Some activity leaders give their services free. However, if payment is required quotes need to be sought, and bookings can only be made once that quote has been agreed by the core team. Payment will be by Bank Transfer.
- Details needed of who to contact on the day are required for each activity.
- Check what spaces are available on the site during the site planning stage and that there is room for that activity.
- Liaise with Entertainment Coordinator to avoid time clashes as the person(s) may also be booked in another festival area.

THE WORKSHOP TENT

Tasks include the following:

- Book 5 workshops of one hour's duration.



- Check with the activity provider what tables and chairs will be needed, if any, or if there are any other requirements. We do not provide any electricity or sound system in this area.
- Check that the provider has the relevant certificates, if required.
- All workshop providers must adhere to our rules, which are sent to them at the time of booking, and they will also have to provide a risk assessment in advance. In some cases of our funding requirements, providers will also have to complete monitoring forms on the day and ensure they are returned to us on the day.

ACTIVITIES AROUND THE SITE

Tasks include the following:

- The festival cannot provide equipment for other activity areas around the site.
- The providers of these areas have to adhere to our rules, and provide risk assessments and timetables prior to the event.
- If the local Fire Brigade are attending as an activity area they must be sited near the main access gate on Old Mill Road.
- Previous activity area providers should be asked if they would like to return to the festival during the planning stage, and only if there was no concerns by the organisers.
- The small children's fun fair area has the same rules applied to it, but in addition has to provide full details of the equipment.
- No activity provider is allowed to give or sell any livestock, alcohol, food (unless prior agreement is sought), or any toys or other items that can be used or replicate weapons.