KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

ENTERTAINMENT

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 Entertainment, 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 (sub-group) 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:

- Application process to be reviewed on an annual basis. Proposals are welcomed once announcement is made, this is usually early each year (January/ February).
- Ensure that any relevant documents and rules are on the website, as well as advertised on social media and in the local press and any other relevant publicity sources.
- All acts need to include in their proposal any web links, a photograph, any other relevant material so that decisions can be made on their act, and details of links they have to the local area. The sub-group will then discuss the merits of the proposal and decide. There will be three categories: Accepted, Rejected, Reserve List.
- There are usually two deadline dates. The first round of applications are due by the middle of March (tbc). If needed the second round of applications is then required, the deadline is the middle of April (tbc). If there are still spaces available in the schedules after the second round, proposals are considered on a monthly basis.
- The Entertainment Coordinator will liaise with all acts to ensure they have submitted everything in advance.

- The deadline for any backing track to be submitted is 4 weeks before the event, it is not acceptable to bring any backing tracks along on the day of the event. All acts need to be made aware of this, and this needs to be managed. The backing tracks are sent four weeks prior to the event to the contracted sound engineers.
- Compile a spreadsheet of proposals as they come in, and as decisions are made.
- Compile a spreadsheet of the schedules for The Bandstand and the Acoustic Café stage.
- Lots of liaison needed with the publicity team prior to the event in the month before, to start hitting social media with announcements of who is performing.
- On the day The Bandstand and the Acoustic café both need Stage Managers.
- The Bandstand has a compere for the event.
- The Stage Manager for the Acoustic Cafe is the compere for that area.

THE BANDSTAND STAGE AREA

- Acts for this area on the stage are usually electric music acts, or those that are too large for the Acoustic Cafe. The area in front of the stage is used by predominantly dance acts.

THE ACOUSTIC CAFE STAGE

- Acts for this area are usually acoustic music, or music acts with only a few members, or spoken word, or comedy.