



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

INFORMATION TENT

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 Information Tent, 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

THE INFORMATION TENT

Tasks include the following:

- To ensure that the following have been sought and are displayed: Site Plan, Plan of Stalls, Schedules for the acts on The Bandstand (main stage) and in the Acoustic Café.
- The Information Tent Coordinator should familiarise themselves and any volunteers for that area with the site plan, the schedules and any other relevant documents.
- The Information Tent Coordinator should familiarise themselves and any volunteers for that area with the protocol for dealing with Lost Children and Vulnerable Adults. This includes liaison with the Festival Manager and also The Bandstand if an announcement is needed.
- Know who is responsible for each element of the event in case of problems on the day.
- Compile a list of lost property and liaise with The Bandstand if an announcement is needed.
- Make a note of any question from the public or a volunteer that does not seem to have an immediate answer. That will be useful for feedback for next time. Deal with any questions as best you can first, obviously.



- Be a point of call for all the volunteers on site. They will need to know where to go, who to liaise with, how they can collect their lunch (if applicable), and also act as a small haven for volunteer relaxation and a chance for them to meet other volunteers.
- The coordination and distribution/collection of radio sets and hi-visibility clothing items.
- Manage the Fruit and Vegetable Sculpture Competition, sponsored by Art Plumstead.
- The Accident Book is kept here and should be updated with full details in the event of any accidents on-site. This should be stored securely by the Coordinator.