



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

STALLS

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 Stalls, 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

STALLS

Tasks include the following:

- Start to review all documents (application form, conditions of participation, additional rules for food stalls, notification of the best dressed stall competition, and the cover letter), and set stall fees in October/November. There are three categories of stallholders: Large food, small food and general.
- Check and clarify any additional rules the Environmental Health team at the Royal Borough of Greenwich may require when starting to compile documents and application packs.
- Liaise with the Licensing Coordinator regarding the rules from the Events Team at the Royal Borough of Greenwich may require when starting to compile documents and application packs.
- Send all documents to previous stallholders and interested parties at the end of December. Liaise with applicants when necessary or required, within a reasonable time period.
- Liaise with the Publicity Coordinator to post the application process and all documents to download on the main website, as well as promote that the application process is open, in the first week of January.



- Create a press release a week or two before Christmas announcing that stalls applications will be open in January.
- Create a spreadsheet of those wanting a stall, and monitor applications.
- Liaise with the Treasurer regarding payment from stallholders on a regular basis.
- Produce an up-to-date report on stalls for every core team meeting.
- Purchase and design the award trophy for the Best Dressed Stall. This is a glass trophy with the logo and text that reads 'Winner Of The Best Dressed Stall' followed by the year.
- Compile a plan of the pitches by mid- May.
- Notify stalls of their pitch number and give them any final information.
- Liaise with the Publicity Coordinator so that one month before the event daily announcements can be made of the stalls, this is usually announced as two or three stalls a day, depending on the number booked.
- Liaise with the Volunteer Coordinator to arrange sufficient provision of stewards for escorting the stallholders vehicles on and off the site.
- Site marking is done the day before the event. Someone from the Stalls sub-group must be there while this takes place. It will take a few hours.
- Before the event opens to the public the Stalls Coordinator must ensure that: All stalls have fulfilled all Health & Safety conditions, have fenced off generators and are displaying notices relating to allergy information.
- The Stalls Coordinator for the planning stage of the event may be different to the person working as Stalls Coordinator on the day of the event.