



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

VOLUNTEERS

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 Volunteers, 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:

- Research sources of volunteers and liaise with the core team.
- Distribute application forms to previous volunteers and those that have expressed an interest.
- Deal with any enquiries in a timely manner.
- Liaise with the Publicity Coordinator to arrange publicity and also for documents and application process to be included on the main website.
- Liaise with the Licensing Coordinator regarding the applications so that they can be included in any licensing or security requirements as necessary.
- Recruit volunteers at other events.
- Ensure that all records are kept up-to-date and relevant.
- Report to core team meetings on the progress of steward recruitment.

ON THE DAY OF THE EVENT

Tasks include the following:



- Site build and break down.
- Anything not covered by contracted businesses.
- At least three people for collecting, delivering and returning the tables and chairs needed for the Acoustic Café, the Information Tent, the Workshop Tent and around The Bandstand.
- Staking and Fencing around specific areas of the site including generators, fire extinguishers, toilet facilities, the backstage area of The Bandstand (main stage), and the water standpipe, whilst still allowing access. This also needs to include the break-down of this task.
- Erecting the gazebo for backstage area of The Bandstand, or other area, if required. This also needs to include the break-down of this task.
- Gate duties and car park area for stallholders.
- Escorting vehicles on and off the site. Escort each vehicle on and off site at the required maximum 5 m.p.h. speed limit.
- Ensure any vehicles coming onto the site have adhered to such regulations as required by the Royal Borough of Greenwich and/or the PMM team. This will include that once on the site no vehicles may leave until the close of the event.
- Information Tent - At least one volunteer on duty at all times who has a current D.B.S. certificate in case of any lost children or an issue involving a vulnerable adult.
- Acoustic Café - Roles include Stage Manager, a Cafe Manager to set-up and run the cafe, and other serving staff. Other roles include arranging tables and chairs, putting flowers on the tables (if required), putting up banners, posters or other necessary information.
- To carry water from the standpipe as needed.
- Roving stewards whose role will include litter picking and possibly collecting donations. They will also be required to keep an eye out for obstructions, other Health & Safety issues, lost children, etc.