



VOLUNTEER INFORMATION

Thank you for giving your free time to support the Children's Festival.

Below are a few points of information to help the weekend to run smoothly.

- **When you arrive** for your first shift, **please report to and sign in** at the Information Tent. When your shift is over, please remember to **sign out**. Try to arrive 5 or 10 minutes before your shift. Your name badge will also be at the Information Tent.
- If you work for **four or more hours** in a day you will qualify for a **lunch voucher** worth £2.50 which can be redeemed at any of the food providers on site. Please collect this from the Information Tent. Tea, coffee and water are also free for volunteers from the Refreshment Tent only.
- **Please do not leave your activity unmanned** when your shift has finished until the next volunteer comes to take over. **Karen Gibbons**, Volunteer Co-ordinator, will regularly check on the volunteers to make sure that there are no problems. Please see Karen in the information tent if you have any questions.
- **Green Children's Festival t-shirts and name badges** must be **worn at all times** when you are on duty. Please return t-shirts to Karen either at the end of the Festival or as soon as possible after the Festival (washed please).

Manning Bouncy Slide - Ensure children are wearing the correctly coloured wristband (yellow for Sunday and pink for Monday). If they do not have a wristband, direct them to the Information Tent. They can be purchased here for **£1.50 (all day bouncing)**. Ask children to remove shoes. There is no limit to how long they can stay on, just ask them to leave if there are others waiting a while. Ensure the correct age children are on the bouncy slide (5 and above).

Selling programmes (Information Tent) - You will be based at the Information Tent and visitors will be directed to you to buy a **Festival programme for 50p**. Ensure there is a raffle ticket inside and encourage people to fill in the questionnaire.

Selling programmes (roaming) - Please walk around the Festival site and encourage people to buy programmes. Direct them to the Information Tent to post their raffle tickets/questionnaires.

Selling wristbands (Information Tent) - You will be based at the Information Tent and selling wristbands (yellow for Sunday and pink for Monday). These cost £1.50 for all day bouncing. The wristbands will allow children to bounce on **two bouncy castles for under fives** on the field and **three bouncy castles for 5 and above** on the field. There are also bouncy castles in the **Under 5's Zone** area that require wristbands for under fives. There are other inflatables that need to be paid for separately. The money for these will be collected by the inflatables operators.

... making more memories

Comic Club - You will be assisting the cartoonist with workshops.

Entrance car park - You will be directing traffic through the entrance gate off the main road towards the person at the mid-point of the car park. Also check whether there are any disabled people who require special access – we'll have a separate area in which they can park.

Mid-point car park - You will be directing cars which arrive up the drive to the field and stopping traffic if necessary when cars are leaving the site (it is a single track drive onto the field). You will also be directing pedestrians to use the footpath (following the signs) and not walking up the vehicle entrance.

Field car park - You will be directing cars to suitable spaces on the field and showing them the entrance onto the site.

Refreshment Tent - Sell refreshments at advertised prices. Tidy away tables/high chair inside and outside after people have finished eating. **Peter Greenham**, who is coordinating refreshments will give more information on this.

Face painting queue - You will be taking money for face painting (**£1 for cheek art and £2.00 for a full face paint**) and giving out raffle tickets to indicate people's position in the queue. If there is a large queue, give out a ticket and advise people of an approximate wait time. If they wish, they can return in 10 or 15 minutes.

Under 5's Zone entrance - Please ensure **all parents sign their children in and out** so we know where they are. Ask if the children wish to go on the bouncy castles in the outdoor area. If they do, sell them a wristband for £1.50 for all day bouncing (yellow for Sunday and pink for Monday). This wristband will also allow any children under five to go on two bouncy castles out on the field. Children over 5 have their own bouncy castles on the field. The entrance needs to be manned at all times, but if it is quiet, one person can tidy up the toddler tent.

Toddler tent outdoor supervision - Please keep an eye on the children in the bouncy castles in the outdoor area. The area is fenced off, so children cannot get onto the main field from the outdoor area.

Once again, thank you in supporting the Children's Festival.

We hope you'll have a great time too.

And don't forget – everyone who volunteers will be entered into a FREE PRIZE DRAW as a thank you.

Prizes include:

- **A bottle of Marks & Spencer champagne**
- **Dinner for two at the Falcon Hotel**
- **A gift voucher from Bridgnorth Delicatessen**

... making more memories