



Saturday 30th June 2018
Walden Recreation Ground

INFORMATION FOR VOLUNTEERS

Thank you so much for helping FOCRГ to put on this music festival and family fun day out. The event is funded entirely by sponsorship and donations and run largely on volunteer labour. This way it can remain free entry and include the whole community. It's a lot of work but also great fun to be part of the team. Please look at the list below and let me know what you can help with. Feel free to recruit more friends and family.

Pre Event

From now

Tell all your friends and neighbours about the event and encourage them to come along. Follow us on our Chislehurst Rocks Festival Facebook page and on Twitter at @ChisRocks for the up to date news about the event.

Monday 25th June

Deliver fliers to Victoria Road residents regarding traffic control. Time TBA.

Friday 29th June 10.00am Unload crowd barriers from FOCRГ container Walden Rec.

Organise container contents ready for tomorrow.

The Big Day Chislehurst Rocks is finally here!!!

Saturday 30th June

No one needs to work all day. Please confirm what time you can do and what duties you prefer.

The day is roughly divided into 3 hour shifts 8-11 am, 11 -2, 2 - 5, 5 -8, 8-11pm

Don't worry if your availability overlaps these slots, or you want to do a split shift.

We need to cover the following jobs.

Early Set up and Take down

The FOCRГ committee start on site at 7am. We also stay behind to oversee the take down between 10 -11pm. **Extra hands always appreciated at these times.**

Main shifts start from 8 am

Main Set Up 8.00 - 11 am

- Place crowd control barriers
- Set out signage & put up sponsor banners
- Erect welcome arch(es)
- Decorate VIP marquee, arrange furniture, set up bar
- Set up Green Rooms – furniture and refreshments
- Put up sponsors' banners on stage skirts and crowd barriers
- Set up FOCRГ welcome tent
- Set up gazebos with table and chairs for First Aid, Workshops, VIP sign in, Food court area & elsewhere as needed

All day 11am – 10pm

Staff the FOCRГ marquee

This will be main entry point from Victoria Road. People will pass through a "welcome arch" then through the tent and into the field. Volunteers will:

- Welcome people
- Give out flyers with line up and promotional material for Chis Rocks & FOCRГ

- Shake buckets and give supporter stickers to donors
- Blow up and give out bang bang sticks
- Direct people to different areas: workshops, community stage, VIP tent etc
- Sell raffle tickets
- “Thanks for coming” to those leaving – final ask for donations.

Other areas

- Welcome people entering from the Cow Path and Chislehurst Rec. Collect donations, give supporter stickers to donors. Hand out flyers.
- Assist at Workshops and Children’s Soft Play area
- Queue control at free activities (TBC)
- Collect donations and sell raffle tickets around the site
- Chislehurst Society Community Stage Green Room: check the performers in, keep the room tidy and top up refreshments, run messages to compere on main stage.
- Litter picking. Staff from idVerde will be doing litter picking but extra help is always needed. Especially for clearing tables and the area around the bars.
- VIP tent reception. Check in/out Volunteers, and VIP guests. Sell raffle tickets
- Serve food in the VIP tent 6 -8pm after the Shaon staff leave
- Check the loos – replenish toilet paper

All volunteers please note:

Check in and out

On arrival please check in at the VIP tent where you will be welcomed and given instructions/kit as well as a FESTIVAL CREW wristband which will identify you as one of our team.

Volunteers will be provided with some light refreshments. Drinking water is available all day.

Very sorry but funding has not stretched to T shirts this year.

People collecting donations/selling raffle tickets will be given a green FOCRG sash ribbon and collecting bucket. Feel free to wear the sash in any style you like! You need to explain to people that the event is not funded by the Council or by any grant awarding body and any donation helps cover our costs. Profits go to offsetting our costs this year and to making next year’s event even bigger and better.

Donation buckets – bring them back to the VIP/Volunteer check in, or come and confirm who you’ve handed over to.

When you’ve finished your shift, check out at the VIP tent reception so we can thank you.

Problems

Hopefully very few but if you do notice anything going wrong, as team members please act promptly:

- Bad behaviour/ crowd control issues – tell a uniformed security marshall asap.
- Litter/ loos/ lost property or dogs - report problems to the FOCRG tent. There will be a dog water bowl at the tent. Dogs should be kept on leads.
- **LOST CHILDREN**, escort straight to the **FIRST AID** post who will implement the lost child procedures.

The after party – well, sort of

Sunday morning clean up. Litter picking and returning kit to storage. If you can spare another hour, we’d love to see you again from 8.30am.

Please let me know your preferred times/ jobs as soon as possible so I can make sure we have everything covered.

Thanks,

Barbara

Email Barbara@FOCRG.org.uk

