

Victoria Square / Tardanyangga (CBD Adelaide)

Saturday 5 Nov 2011 10am – 8pm

Sunday 6 Nov 2011 10am – 4pm



*TWO DAYS PACKED with live performances, key note speakers,
children's entertainment, craft & workshops,
over 70 stalls with food and products, cooking demonstrations
estimating 10k plus patrons*

STAFF MANUAL



THANK YOU!

Thank you for putting your hand up to volunteer at the Vegan Festival this year (VF2016). You are an integral part of this event it and it could not happen without you.

By volunteering you actually make a difference!

This document explains all the necessary information you will need to know when volunteering at the Vegan Festival. Please ensure that you read the whole document.

If you have any other questions please feel free to email us at volunteering@veganfestival.info

Whilst you are at this festival in a professional capacity, we still want you to have fun. Vegan Festival is all about celebrating and educating.

All shifts go for a minimum of 4 hours so you can have heaps of time to enjoy the festival before or after. Your 4 hour shift can be split into two different roles if necessary and / or you can volunteer for as many shifts as you like as long as you have time for breaks and do not overload yourself. We recommend a maximum of 8 hours a day. We know it is such a fantastic opportunity to contribute but you need to look after your health as well so please choose your shifts wisely.

Event Details

Venue:

Victoria Square /
Tardanyangga, Adelaide

Running Time:

Friday 8am – 8pm
Saturday 8am-10pm
Sunday 6am-6pm
Monday 7am-11am

Open to Public:

Saturday 10am-8pm
Sunday 10am-4pm

Website:

www.veganfestival.info

Facebook Page

[veganfestivaladelaide](https://www.facebook.com/veganfestivaladelaide)

Instagram:

[vegan_festival_adelaide](https://www.instagram.com/vegan_festival_adelaide)

YouTube:

[Vegan Festival Adelaide](https://www.youtube.com/VeganFestivalAdelaide)

WHY VOLUNTEER?

Becoming a volunteer in the **Vegan Festival** offers a unique opportunity for you to be involved in one of the world's largest vegan festivals. You will gain experience in a range of duties and working in a team environment. You contribute to both thousands of people who enjoy the festival and also to Adelaide promoting our city by the success of the festival. You will meet new friends and can get a reference for a future job if needed.

OVERVIEW OF EVENT

Vegan Festival Adelaide is an annual event that celebrates vegan lifestyle and most of all educates others on many vegan related issues such as healthy diet, compassion to animals, environmental issues and more. Our event is for everyone, vegan or a meat eater, a human or a pet friend.

Getting there – It's Easy!

Get any bus or tram to the city and get off Victoria Square. If taking a train, you will need to get off the main railway station and walk in the south direction (via King William Street to Victoria Square). If you are coming from interstate, an airport bus J21 will take you to Carrie Street and Victoria Square is a walking distance from there.

There will be 2 main entry gates: North Side and South Side.

Entry is \$5 (a cup of coffee) a day. Children under 12 are free as well as Carers (Companion Card). There are no concessions.

There are no tickets and patrons who want to leave but come back will get a re-entry stamp.

Vegan Festival offers live entertainment, workshops, cooking demonstrations, children activities and entertainment, keynote speakers, stalls with food, products, services and not for profit organisations. It is a massive weekend filled with only vegan stuff!



THANK YOU!

Veganism is one of the fastest growing food movements in the World, with Australia being close to the forefront of this change. The number of fully Vegan eateries has massively jumped from only 3 in 2009 to 36 now in 2016 in Melbourne. Adelaide is the next city to grow in this industry! That is a massive 1200% increase in just 6 years!

Vegan Festival Adelaide is THE Vegan event of the year you do not want to miss.

Vegan Festival Adelaide provides a unique platform for like-minded people, with excess of 10,000 attendees expected. Last year over 9,000 people attended our 1-day event, which makes Vegan Festival Adelaide in the top 5 vegan events in the world.

The **Vegan Festival** is a not-for-profit event, produced and presented by a registered charity GIVE Foundation and it is first and foremost a public educational event but also acts as the best possible environment to promote and raise funds for the not-for-profit organisations who are related to the festival matters and believe in promoting a compassionate, healthy and ethical lifestyle.



Vegan Festival is an outdoor educational, family friendly, community event which aims to stimulate awareness by bringing environmental, health, lifestyle, and cruelty-free issues into the public eye. It also aims to encourage people to make simple changes in their everyday lives to help our environment, animals and the generations to come.

VEGAN ETHIC

All products displayed, promoted, sold or used as stall decoration are vegan and certified cruelty-free (by Choose Cruelty Free Australia www.choosecrueltyfree.org.au) and we recommend they are also palm-oil free.

For more details on vegan products are on our website www.veganfestival.info.

VENUE

The **Vegan Festival** will be held at **Victoria Square (Tardanyanga)**, a highly visible and accessible park, providing an inviting and space right in the centre of Adelaide's CBD. The Square is walking distance from the Central Market and close to tram station, bus stops and train station; as well as being easy to walk or cycle to. Car parks are also available within walking distance to the festival. Tardanyanga is the Kurna word for "red kangaroo".



ELIGIBILITY TO BE A VOLUNTEER

We welcome anyone who genuinely wants to help out without expecting to be paid. VF volunteer should be polite, kind and be at least 12 years old. If you like helping others, want to contribute to the cause, and/or want to learn more about veganism this event is for you.

THANK YOU!



VOLUNTEER ESSENTIALS

ELIGIBILITY

- You must be at least 12 years old
- You will need a Police Check for Roles in Kids Area, Info Booth and Gates where money handling is required
- You have a can-do attitude
- You are polite and kind to others
- You have read VF Staff Manual and agree to follow its terms

WHAT TO BRING

Great humour, this info sheet and some money to spend at many of the fabulous vegan stalls.

WHAT NOT TO BRING

Please leave any valuables at home. No umbrellas or high chairs.

SHIFT STRUCTURE

Each shift goes for 4 hours. This means you will have time before or after to enjoy the festival. Because it is a short shift there will be no breaks.

SITE MAP

Please familiarise yourself with VF Site Map (available before the festival) and any documentation you need for your particular role/shift.

VOLUNTEER GIFT

As a thank you for helping to make Vegan Festival a success each volunteer who helped for at least 4 hours will receive a meal voucher to redeem at any VF stall on the day as well as a Show Bag with all the goodies.

WHAT TO WEAR

Comfortable clothes and footwear. Please remember that this is a vegan festival so do not wear any leather or animal products. Do not wear anything that has visible logos. Anything else is fine, just try and keep it plain. Remember it's November weather so a hat and sunscreen too! If you are helping to bump in/out you will be required to wear a safety vest that will be supplied by VF.

FIRST AID

There will be a first aid kit at Info Booth and people trained in first aid on site. If you or anyone else are in need of First Aid please go to Info Booth or directly to St Johns onsite.

OH&S

Please remember to take care when volunteering. Be aware of your surroundings and do not attempt to undertake a task that might put your health and safety at risk. VF does not take any responsibility if you injure yourself doing something that is dangerous and beyond your

job description. We will do our best to ensure this does not happen.

Each volunteer is insured under Volunteer Insurance.

Lost Property

There will be a lost property box located at the Info Booth. If you lose anything throughout the duration of the festival please see Volunteer Manager at the Info Booth so we can make a record of it. If you are unsuccessful in finding your item before the festival concludes please contact your manager again.

INDUCTION

There will be a volunteer Induction on Friday 4pm 28th October at Victoria Square. If you are able to attend that would be fantastic but we understand that everyone is busy and some volunteers do not live in Adelaide. If you can attend the induction it would be a fantastic opportunity to get a behind the scenes view of how an event is put together as well as a tour of the venue. You will get a chance to meet some of the other volunteers before the festival day and familiarise yourself with the area before your shift commences. If you can attend the induction please email us

SHOW BAGS

THANK YOU!



Vegan Festival will have 1000 show bags this year available for purchase at Info Booth.

Rules

1. If you cause a disturbance and refuse to comply with directions you may be asked to leave.
2. All volunteers must adhere to the Occupational Health & Safety legislation.
3. Smoking and being under influence (alcohol or drugs) is strictly prohibited throughout entire venue and marquee structures.
If you want to smoke you need to be outside VF area and wearing nothing that shows you are from the festival.
4. Possession of alcohol is not permitted.
5. Leafleting is not permitted.

6. VF will not accept responsibility for any goods left on the premises.
7. Volunteers read FAQ page and Terms page on VF website.

FAQs

Q: Can I put my bag somewhere?

A: There will be an area in Info Booth where you will be able to keep your belongings.

Whilst we aim to keep this area secure there are no guarantees so to be on the safe side try not to bring any valuables or keep them on you during your shift.

Q: Will water be supplied?

A: There will be bottles of water or a water tank at the Info Booth for you to use

Q: Do I get a break?

A: If you volunteer for 4 hours you won't get a break. If you volunteer for more than 4 hours,

you will have a break. And of course if you need to go to the bathroom that's fine, as long as you tell Volunteer Manager.

CONTACTS

If you are unable to make your shift, think you might be late or have any other questions please call Volunteer Manager on the following number.

Volunteer Manager (TBA) –
Temporary Contact Event
Coordinator Grace Love 0415 066 990.

You can also email us at volunteering@veganfestival.info
If I cannot be reached please call Lea at 0414 437 553

Thanks very much for volunteering your valuable time – Have an awesome day!

DOCUMENTATION

Please find below a list of additional VF2016 documents some of you volunteers need to familiarise themselves with for particular roles. The links to these documents will be sent to your email address once you choose your role/s – shifts.

- *VF2016 Site Map*
- *VF2016 Stall Holder List*
- *VF2016 Risk Management*
- *VF2016 Volunteer Roles*
- *VF2016 Organisational Chart*
- *VF2016 Key Contact List*
- *VF2016 Emergency Response Plan*
- *VF2016 Signage Plan*
- *VF2016 Stall Holder Information Pack*
- *VF2016 Sponsorship Pack*
- *VF2016 Temporary Structure Plan*
- *VF2016 Traffic Management Plan*
- *VF2016 Stall Manual (this document)*
- *VF2016 website FAQ page*
- *VF2016 Programme Guide*