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Vegan Festival 2016 – VOLUNTEER ROLE DESCRIPTIONS

Abbreviations Used:

VF – Vegan Festival PA – Personal Assistant
EC – Event Coordinator

VF Organisational Chart is an integral part of this document.

ADMINISTRATION & Management

One person can volunteer at more than 1 role.

Event Coordinator (EC) / Give Foundation Director

- admin@veganfestival.info
- Visionary
- chairperson & decision maker
- mentors other managers/leaders
- liaises with sponsors
- creates budget & sponsorship packages
- liaises with keynote speakers
- ideas creator and motivator, encourages and facilitates brainstorming all the time
- program guide, site map, decision making

Admin (PA to EC) / Secretary

- writes grants (collating data from various people)
- writes templates and letters
- secretary for meetings, meeting minutes
- insurance/s
- licenses
- communicates with wastage
- communicate with council
- make sure all paper work is on time
- police
- ambulance
- risk management plan
- security
- creates promo (with graphic designer) file that ANYONE can send out to people
- signage, promo materials
- maintenance of records
- hotel accommodation, flights
- banking and petty cash



Budget – Finance Manager

- assists EC with the budget (income vs expenses)
- maintains and updates budget (online spreadsheet)
- budget report for the ACC grant which includes in kind support
- ASSERTIVE – monitors the budget
- Stall holders payments monitoring
- Records & receipts management
- Reimbursements to staff

Volunteers Manager

- volunteering@veganfestival.info management
- list of all jobs required (role descriptions)
- manages volunteers on the day
- volunteer data base (spreadsheet/contact details)
- volunteers timetable
- volunteers' meeting

STALLS Coordinator

- stalls@veganfestival.info management
- Stall holder application form creation / updating
- Stall holder applications & inquiries
- Stall holder spreadsheet management

SPONSORSHIP

Sponsor Coordinator

- sponsorship@veganfestival.info
- finds sponsors
- finds donors (liaise with Raffle Manager and Show Bag Manager)
- persistent - keeps asking -- tries again - and asks for smaller things
- attends meetings with sponsors if needed
- must be careful as to what they agree on – works closely with EC



- liaise with sponsors in terms of logo and photos provision
 - welcomes sponsors on the day of the festival
 - thanks all sponsors after the festival (and/or on the day) and afterwards by sending certificates
 - give certificate to all sponsors, thank you notes afterwards + gift
 - liaise with other vegan festivals for hints/sponsors
 - Manages the team of other volunteers who are looking for potential sponsors and donors and once a sponsor agrees, takes over the role of negotiating
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Show Bag Coordinator

Prior the event

- research and contact potential donors for goodie bags (10k)
- list of a show bag content with values (+ version for patrons)
- liaise with donors and collect items for goodie bags
- report to Event Main Coordinator with the updated list of content for Show Bag
- create a template of thank you letter to all donors (sent after the festival)
- coordination of show bag assembly

On the day

- in charge of the Show Bags
- coordinate distribution w/ volunteers to the public (gates/etc)

After the festival

- send "Certificate of Appreciation" to each donor (liaise with EC)

Raffle Manager

Prior the event

- look for potential raffle donors together with the EC/Sponsor Coordinator
- emails, calls, door knocks every potential donor - make sure everything is vegan - including all vouchers
- prepare the list of raffle prizes (spreadsheet) and provide the EC/web manager with all necessary details for the website purposes
- prepare raffle tags with the help provided from the EC/Admin
- raffle tickets (purchase / hand-over / monies / boxes)

On the day

- coordinate the sales of raffle tickets and volunteers responsible for selling tickets
- coordinate the raffle draw at the end of the day and make the list of winners against the prizes
- coordinate the distribution of the prizes at the end of the day at the Vegan Festival stall
- keeps records of winners for reference



- makes a list of all raffle prizes and their values (and blow-up for the day)
- makes sure the donors names/weblinks acknowledged (website)
- wraps up the prizes and hampers (5 people may be needed)
- raffle draw on the day / assistance

Raffle Sales Assistant

Prior the event

- assist Raffle Manager with making up hampers and/or other related duties
- emails, calls, door knocks every potential donor - make sure everything is vegan - including all vouchers
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On the day

- 2hr shifts, 2 volunteers together
- Collect materials from Raffle Manager (raffle books, cash float/coins, pens, ID)
- Sell raffle tickets to the public (roving)
- Collect monies from the public for raffle tickets purchase
- Liaise and Report to Raffle Manager

Donations Collection (N/A VF2016)

- Donations Volunteers will need to walk around the venue with a tin asking for donations (mostly gold coin). This position would be best suited to those comfortable with talking to people and dealing with money.

Quiz Night Manager – N/A in 2016

- organizes venue, collects/returns the keys, pays deposit
- organises MC, and scores checkers
- Makes a list of prizes donated (works with Raffle and Sponsor people)
- Organises snacks and drinks on the day
- books equipment
- makes tickets, prints and distributes
- sends invites to the quiz night
- creates games
- creates questions
- creates presentation (with logos of sponsors)
- manages the team of helpers on the day (4 minimum)
- transport of prizes to the venue
- prizes wrapping for the quiz night
- makes use all needed prizes are confirmed (door entry, games, main prizes)



Garage sales Coordinator – N/A VF2016

- Looks for donors/donations
- Advertises garage sales
- Works with graphic designers ref garage sale promo docs
- Organises transport to/from donors/venue
- Manages garage sales money – reports to the coordinator and budget person
- On the day facilitates the garage sale
- Organises garage sale signs for the day

PROGRAMME

Cooking Demos Coordinator

Prior the event

- research potential cooking demonstrators and report to EC for approval
- create a template letter to presenters
- contact approved potential cooking demo presenters
- maintain regular contact with cooking demonstrators
- consult with EC on any doubtful issues and financial matters
- make sure that the finances (money spent by presenters on ingredients and biodegradable food serving products) are within an agreed frame
- assist the Cookery presenters with any enquiries
- provide all presenters with Food Safety Info Pack and other regulations (earlier provided by the EC)
- inform EC of any changes and opportunities for improvement
- suggest better solutions taking the environment into account for a better climate positive event
- keep all the receipts for the purchased products and provide them to the EC for reimbursement (before purchasing anything, please consult/get approval from EC)
- prepare the schedule of Cooking Demos and provide it to EC for the website update and program production
- organise food ingredients and lunch provider/sponsor (ex. caterer/stallholder who will sponsor lunch)
- works with demonstrations to collect recipes
- creates a recipe book to distribute/fundraiser (works with graphic designer if needed)

On the day

- coordinate Cooking Demos (schedule, timing, mics, equipment, etc)
- liaise with Audio Engineer, Stage Manager, Volunteer Manager and Security Staff
- coordinate lunch for volunteers and performers (vouchers will be provided by EC/Admin)



- books demonstrators
- maintain contact with Area Zone Coordinator when needed on the day (regarding power, etc) / makes sure all equipment and power supplies are booked/organised
- tent, stage, chairs, table/s, power, water, hand-washing facilities
- program
- signage
- greets all demonstrations, thanks them, gifts if appropriate

Food Stalls Manager

- manages food stalls applications
- food caterers spreadsheet for ACC
- inspects the sites/food stalls and makes sure all food items are vegan and as per inspection sheet
- makes sure festival and stall holders comply with ACC regulations and Food Safety regulations
- free fresh fruit and veg management

Entertainment Coordinator

Prior the event

- look for potential music performers from South Australia (various genres). Other states upon the approval.
- maintain regular contact with all performers (via entertainment@veganfestival.info)
- update and maintain Artist Application Form online & spreadsheet
- collect from approved artists:
 - photo and/or logo
 - bio
 - any requirements
- create a schedule of performance in consultation with the Event Main Organiser / other team members
- when producing a performance schedule, take into consideration time for set-up
- provide the Event Coordinator with all performers' requirements so that their needs are met in a timely and professional manner (ex. dietary requirements)
- liaise with VF Audio Engineer about all artists' technical needs
- make sure that performers are asked to appear at least 30 minutes before their performances to avoid late arrivals
- liaise with Stage Manager

Stage Coordinator

- greet all performers and introduce them to the appropriate people (Stage Coordinator/s, Event Main Organiser, Interviewer, photographer/s etc)
- coordinate the performances to make sure every artist performs on time and finishes on time
- Explain the program when needed and assist with an interview



- Maintain regular contact with the MC to make sure all goes smoothly on the day ☺
- Thank each performer after their performance and hand out a “thank you” gift

Stage Assistant:

- Assist Stage Coordinator with delegated related tasks and duties
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Entertainment (Music Line-Up) Manager

- contacts performers
- confirms booking, contracts issue/collection
- confirms technical needs (collating data from musos / crates a list for Derringers)
- welcomes musos on the day and thanks them afterwards
- ensures MC/s for day is/are booked
- puts sponsors in to running sheet
- gets food vouchers to performers and making sure performers know where to go
- Organises itinerary / transport for musos when needed
- Available all day on the day and works with MC and tech stage guy/s

MC/s

- Knows the Running Sheet inside-out
- Greets all performers, speakers, etc. And thanks them afterwards
- Works closely with Stage Manager and Audio Engineer
- Entertains the patrons
- Makes sure the sponsors are acknowledged throughout the day
- Knows the speakers/performers before the festival (reads about them, knows how to pronounce people’s names, etc)
- Knows the venue/site map → “house-keeping” for patrons, bins, wastage, toilets, risk management policies, venue map, stalls, raffle, info booths, fundraising for the VF, all areas (kids, arts, etc)

Stage Manager

- greets and thank all the performers and speakers
- present all the performers to the audio engineer and MC
- announce all activities happening on the day (program provided by EC)
- Organises water for all stage performers and tech guys
- organises running sheet for stage (works with Admin and Activities Team)
- Check weather reports (rainfall, wind, wind speed)
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Kids Zone Manager



Prior the event

- Research and suggest potential vegan related activities for children
- consult with the Event Organiser potential activities and costs involved
- schedule the activities for children (program to be suggested and provided to the Event Main Organiser much in advance so necessary updates on the website are possible on time)
- create Kids Zone Volunteer Timesheet / Schedule
- create, update and maintain Kids Zone Volunteer Contact Spreadsheet
- coordinate the purchase of necessary and approved products (toys, materials, etc) to make activities possible
- keep all the receipts for the purchased products and provide them to the Event Main Organiser for reimbursement (if a loan is needed, please contact the Event Main Organiser)
- organise meetings, if necessary, with volunteers helping in the Kids Zone
- arrange the Certificates for children and/or ask the Event Main Organiser for assistance
- ask the Event Main Organiser for any help and/or suggestions when needed
- plan and produce the Kids Zone Area (infrastructure, shading, games, etc)

On the day

- coordinate the Kids Zone and the volunteers within the area
 - make sure every Kids Zone volunteer, including yourself, has taken their break during the day
 - inform children and their parents about the Kids Zone Gift Card to collect free goodies from particular stalls
 - explain the activities to both parents and their children
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- chairs, tables, equipment, tent/s
 - resources, budget (receipts) and coordination
 - volunteers coordination – roles distribution
 - writes blurbs
 - organizes volunteer team of 5-10
 - organizes interactive games
 - makes sure events don't clash with children's performers
 - different activities throughout the day
 - signs for the kids zone
 - face painting – organises, pays, invoice, etc
 - Kids Area Assistant
 - Helping with arts and crafts, reading books to the kids and keeping them company.
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Speakers Manager



- books speakers
 - Water for speakers
 - Makes a list/program of speaker (works with Admin and Activity Team)
 - variety of subjects
 - eco/animal/social/health/cultural history
 - greets speakers and thanks them afterwards
 - lunch for speakers
 - Gifts for speakers if appropriate
 - Speakers Info Pack
 - Questions to speakers management
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Workshops Managers

- books facilitators
- organises lunch for workshop people
- organises spaces / tents/etc
- Signage for all areas
- Equipment, resources
- program of all workshops, small and large on the day
- works around the budget if needed

Volunteer Manager

Prior the event

- Research and contact people who are able to offer their services for the day.
- Determine what hours these people are available for on the day
- Organise draft roster format for the volunteers
- Maintain regular contact with these volunteers, especially as the event date gets nearer.
- Whether this contact be via email or phone, preferably email.
- Liaise with EC as to determine what requirements are needed on the day.
- How many volunteers are required for the day in ALL areas and assign tasks to the numbers.
- Make sure volunteers are aware of the times they will be required on the day
- Stage blocks (indoor for cooking demos). Flooring of main stage

On the day

- Being in charge of the placement of each volunteer & what area will be responsible for.
- All details of the day to be discussed in full with both assistant and EMO. This is to take place in the afternoon of Saturday (1500-1600) and again early morning of Sunday(0700-0730).
- Liaising with each work group – security (Saturday & Sunday evenings)
 - Festival Hire (marquees)



- council(tent set-up for arts display)
- stage crew(Saturday afternoon)
- sound equipment(pick-up Saturday afternoon)
- assistant to see over all exhibitors on Saturday
- Ensure volunteers on the gate are secure and clear of tasks(money bags, show bags, float, PPE)
- Set-up of sound equipment on stage
- Kids Zone area set-up.

Stage Assistant

- provide technical support to the performers and MC
- make sure the performances start and finish on time and continuously liaising with MC

Other Extra Program Activities:

- Photography competition
- pets - provide water for animals all day
- live chess board coordinator
- design competitions
- disco – dj's
- book exchange
- chill out vegan library
- Raffle selling (helps the Raffle Team)
- Costume wearing volunteers – 4-6
- Drumming people

MARKETING & PR

PR Manager

- works close to EC and Admin
- must attend VF meetings
- talks to media
- has to know everything that is happening
- making sure promo is done on time and distributed
- media/press releases
- helps and monitors Social Media Assistants



- create and maintain Marketing Strategy Plan
- creates promo file that ANYONE can send out to people
- promo distribution plan around the city
- ask for prizes on all contacts
- participates in interviews (paper, radio, tv, etc)

Poster Distribution Manager

- distribution volunteers management
- database maintenance
- poster distribution management

Poster Distribution Assistants

- reports to PD Manager
- poster distribution assistance

Web Admin

- updates website
 - monitors content on site provided by other VF volunteers (news/blog)
 - Sponsors logos up in appropriate categories
 - Exhibitors List up to date
 - make sure design of all material is consistent across templates and websites
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Webmaster / Technician

- creates website
 - hosting assistance
 - domain assistance
 - assistance with forms and codes
 - Web master for tech problems
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Photographer/s and Videographer/s

- A team of 2-3 covering different areas of footage
- Wears an Official Photographer jacket/vest

Photographer – Official



Media requirements

- photos must be between 1 and 2 MB in size
- photos must be taken from head to waist
- photos must not have more than four people per shot
- people must be looking at the camera
- full names of each person, from left to right, must be supplied
- the photographer's name must also be supplied so we can credit him/her.

Logo

VF Logo must be always kept in proportions and must not be reshaped. It can be resized, though. VF logo must appear on all photos/video footage taken.

Copyrights

All VF related photos and video footage is copyrighted. All copyrights are Vegan Festival, Give Foundation.

Photographer / Videographer

Taking photos/videos of the various activities and areas around the festival so that we can have a memory of the day and use them on social media when the festival finishes.

Photographer:

Take at least 3 photographs of each:

- stall (inside/outside the venue)
- guest speaker (speakers' tent/corner)
- cooking demo presenter (inside the venue)
- interactive workshop and dance classes (Drama Room)
- performer (main stage)
- Kids Zone and children activities
- Arts display
- Veggies in animal costumes
- Tea/coffee corner
- VF gates and stall
- Crowd – as many photos as possible 😊

NOTE: minimum 3 shots of each

Video Editors:

- A movie general memories from VF2016
- Cooking Demos – all separate each facilitator



- Speakers – all, separate each speaker
- Kids Zone
- Arts Display
- Yoga and Dance workshops
- Main stage – all, each separately – make sure the camera is set properly

Interviewer

- coordinate and carry interviews with performers, speakers, artists and festival goers

Editor

- edit the footage from the festival and make a short movie/s, interviews

Social Media Assistants

VF FACEBOOK Page Manager

- manages VF facebook page
- answers messages where appropriate and/or direct to other VF volunteers
- creates facebook marketing schedule including posts about:
 - o stall holders
 - o sponsors
 - o musicians
 - o speakers
 - o other VF program items
- monitors all fb posts

VF FACEBOOK Page Assistant

- posts about on-line Competitions
- actively posts to increase cross-promotion

VF INSTAGRAM Manager

- manages VF Instagram Account
- posts about on-line Competitions
- actively posts to increase cross-promotion

VF TWITTER Manager

- manages VF Twitter account
- posts about on-line Competitions
- actively posts to increase cross-promotion

Social Media Volunteer on the day

- taking photos around the festival and posting them on social media. Posting messages and hashtagging on Instagram, Facebook and Twitter.



Researcher

Prior the event

- Research for potential exhibitors and sponsors
- Research for potential entertainers, performers and artists
- Report to Main Event Coordinator
- Update and maintain Expression of Interest spreadsheet

Video Cameraman 1

- Cooking Demos
- Speakers
- Stall holders inside the venue

NOTE:

Video Cameraman 2

- Stallholders outdoors
- Kids Zone
- Arts Display
- Yoga and Dance workshops

NOTE:

Video Cameraman 3

- Main stage – make sure the camera is set properly

NOTE:

Interviewer

- coordinate and carry interviews with performers, speakers, artists and festival goers

NOTE:

Editor

- - edit the footage from the festival and make a short movie

VF Information Booth

The Info Booth Volunteers will provide all onsite information, be super awesome and friendly and supportive to your team as well as the patrons. Recommended for those that have attended VF before. You will need to be able to answer any questions attendees may have or find someone that is able to help them. Be familiar with the site map, ATMs, toilets, emergency exits, location of kids are, etc. Give directions to patrons and give out VF promo materials, etc



- set up / pack up on the day
- organises materials and resources for the stall
- Knows the program inside-out and venue/map inside-out to help patrons
- Raffle prizes at the stall with the list (makes sure the prizes are there), checks the list of once the prize/s collected
- Sells merchandise on the day (float money)
- Sells raffle tickets (volunteers with buckets to sell around the venue)
- Collates vegan brochures, samples to give away
- welcoming gate/s
- counting - and giving info - gold coin intro
- distributes program/maps if needed or makes sure the signage is displayed
- makes sure all volunteers have got t-shirts and badges/lanyards

Photo Booth Assistant

- Helping at the photo booth and answering any questions attendees might have. Assistant and support attendees with the use of the photo booth.

Registrations/Entrance

- This will be the first point of contact for those attending the festival so a big smile is a must.
- welcoming attendees
- collecting monies for entry
- doing crowd control
- re-entry stamps
- best suited to people that are organised, can stand for long periods, and can remain calm under pressure

Stage Manager & Team

- Knows the program inside-out and timetable
- Works with MC and the stage team
- Operates the sound equipment



- Makes sure all the sound is perfect on the day
 - Makes sure all the equipment needed is there and set up in the right way
 - Knows the musos needs up front
-

Entertainment Coordinator

Prior the event

- look for potential music performers from South Australia and other states if necessary upon the approval
- maintain regular contact with all performers
- ask all performers for the following:
 - photo or logo
 - contact details
 - blurb / description of them and/or their performance
 - website address or contact details they would like to publicize
 - preferable length of the performance and how many times a day
- create a schedule of performance in consultation with the Event Main Organiser who is coordinating the active/dance performance to make sure there are no clashes
- when producing a performance schedule, take into consideration time for set-up
- provide the Event Coordinator with all performers' requirements so that their needs are met in a timely and professional manner (ex. dietary requirements)
- make sure that performers are asked to appear at least 30 minutes before their performances to avoid late arrivals

On the day

- greet all performers and introduce them to the appropriate people (Stage Coordinator/s, Event Main Organiser, Interviewer, photographer/s etc)
- coordinate the performances to make sure every artist performs on time and finishes on time
- Explain the program when needed and assist with an interview
- Maintain regular contact with the MC to make sure all goes smoothly on the day 😊
- Thank each performer after their performance and hand out a "thank you" gift

Assistant Coordinator

Prior the event

- Looking for potential exhibitors and sponsors
- Keeping in touch with the Event Main Organiser on a regular basis and inform of any opportunities and/or solving any doubts or problems



On the day

- ...

Rack Off! Coordinator (N/A in 2016)

Prior the event

- look for donors of recycled good quality clothing and fashion accessories
- prepare the signage for the stall, token system and other necessary display units
- coordinate the promotional materials of the Rack Off in consultancy with the EC
- provide the EC of any updates that are needed to be (updated) on the website

On the day

- coordinate the Rack Off! Stall
- make sure all Rack Off! volunteers helping on the day have their breaks and lunch

Cat Walk Assistant

- Helping to set up the runway, dressing the models and keeping the backstage clean and tidy.

Kids Zone Coordinator

Prior the event

- consult with the Program Manager/EC regarding possible children activities and costs involved
- schedule the activities for children (program to be suggested and provided to the Program Manager/EC much in advance so necessary updates on the website are possible on time)
- inform the Program Manager/EC of the necessity of volunteers (number, activities)
- coordinate the purchase of necessary and approved products (toys, materials, etc) to make activities possible
- keep all the receipts for the purchased products and provide them to Finance Officer for reimbursement (if a loan is needed, please contact the Program Manager/EC)
- organise meetings, if necessary, with volunteers helping in the Kids Zone
- arrange the Certificates for children and/or ask the Program Manager/EC for assistance
- ask the Program Manager/EC for any help and/or suggestions when needed

On the day

- coordinate the Kids Zone and the volunteers within the area
- make sure every Kids Zone volunteer, including yourself, has taken their break during the day
- inform children and their parents about the Kids Zone Gift Card to collect free goodies from particular stalls
- explain the activities to both parents and their children



MC

- greet and thank all the performers
- present all the performers to the audience
- announce all activities happening on the day (program provided by the Event Main Organiser)
- mention sponsors on regular intervals
- advise festival goers about the location of services (toilets, Kids Zone, Arts Display, Movie Screening, etc)
- advise festival goers about recycling bins and waste management

Stage Assistant

- provide technical support to the performers and MC
- make sure the performances start and finish on time and continuously liaising with MC

Movie zone (N/A in 2016)

Pets zone Assistant

- makes sure water stations for pets are located in assigned locations
- prepared the visible signage for pet water stations

Speed Dating Assistant (N/A in 2016)

- Explaining the speed dating process, answering questions and keeping the area clean and tidy

Garage Sale Coordinator + volunteer/s (N/A in 2016)

- coordinate the garage sale for the Vegan Festival (all proceeds go to the Vegan Festival)

INFRASTRUCTURE & GROUND SERVICES

Infrastructure Manager (predominantly prior to the event)

- Proffered suppliers list (online spreadsheet)
- 3 Quotes rule / 1 Booking



- Waste Management
- Stages / Venue Furniture
- Audio Visual
- Fencing
- Electrician
- Signage Installation
- Stall holders location signage
- Toilets & Accessories

Area Manager (predominantly on-site)

Prior the event

- Research and contact people who are able to offer their services for the day.
- Determine what hours these people are available for on the day
- Organise draft roster format for the volunteers
- Maintain regular contact with these volunteers, especially as the event date gets nearer.
- Whether this contact be via email or phone, preferably email.
- Liaise with EMO as to determine what requirements are needed on the day.
- How many volunteers are required for the day in ALL areas and assign tasks to the numbers.
- Make sure volunteers are aware of the times they will be required on the day
- Stage blocks(indoor for cooking demos). Flooring of main stage
- Check weather reports(rainfall, wind, wind speed)

On the day

- Being in charge of the placement of each volunteer & what area will be responsible for.
- All details of the day to be discussed in full with both assistant and EMO. This is to take place in the afternoon of Saturday (1500-1600) and again early morning of Sunday(0700-0730).
- Liaising with each work group – security (Saturday & Sunday evenings)
 - Festival Hire (marquees)
 - council(tent set-up for arts display)
 - stage crew(Saturday afternoon)
 - sound equipment(pick-up Saturday afternoon)
 - assistant to see over all exhibitors on Saturday
- Ensure volunteers on the gate are secure and clear of tasks(money bags, show bags, float, PPE)
- Set-up of sound equipment on stage
- Kids Zone area set-up.

Security (shift)

- Saturday night, Sunday night

Bump in Friday/ Bump in Saturday



The festival will be set up over 4 days. There are various tasks that will need to be done on these days including marking out spaces for stalls, setting up seating and putting up decorations to make the venue more aesthetically pleasing. Some of these jobs will require a bit of strength but mostly we require a can do attitude. This is also a great opportunity for anyone wanting to see how an event comes together behind the scenes.

Bump out Sunday 4pm - 8pm / Bump out Monday 7am-10am

Bump out will be similar to bump in but everything in the venue will need to be taken down and put away.

SETTING UP

- main stage and Speakers' Zone/Cooking Demo stage (mics)
- stage equipment
- power outlets (inside + outdoors)
- signage (banners, programs, core flutes, balloons, venue map, sandwich boards, Food Safety Posters)
- bins
- hand-washing facilities
- marquees
- tables and chairs for vendors
- tables and chairs for festival goers (outdoors + Speakers' Zone)
- tables and chairs – Gate, Kids Zone (poles)
- Arts Display
- Movie Screening, TV, tent, chairs
- Drama Room (cd player, chairs, mats)
- Toilets – paper + bins
- Vegan Festival stall (raffle, drinks, donation box, money boxes, voting boxes, Guest & Networking Book)
- Rack Off! Stall (hangers, tables, signage, tent)
- Garage Sale Stall (hanger, table/s, signage)

PACKING UP

- stages and equipment
- emptying bins, grounds – any rubbish, lost and found
- floor inside the venue (sweep and mop)
- banners, signage, balloons
- tables and chairs, marquees, tents

Gate Assistant 1 (shifts)

- assists patrons to enter (collecting \$5 donation entry)
- distributes voting cards (statistics)
- exit (re-entry) stamp



Gate Assistant 2 (shifts)

- distribute show bags (\$20 donation), explain the Kids Zone Card
- entry by invitation (the list of guest provided by the PM/ EC)

Traffic Controllers / Assistant (shifts)

- make sure only vehicles with proper parking permit are allowed on the grounds
- the list of exhibitors/sponsors' vehicles provided by the Area Manager/EC
- make sure one entry (exhibitor/sponsor) includes 3 people only
- advise vendors where to park
- make sure there is always someone at the vehicle gate

- assists exhibitors with any questions they may have

- a smile is a must and patience – must be firm with directions