

# Volunteer Information

## Getting to the Venue

[Massey Leisure Centre](#) - click for directions



### Bringing your own car

**USE THE PARKING BADGE BELOW** to park at the rear of the Presbyterian Church on Don Buck Road, or find an on street park. *Please DO NOT park at the Salvation Army, their car park is for shop customers.*

### Getting dropped off

GPS will direct you along Don Buck Road – but turn into Westgate Drive at the roundabout to find the entrance.

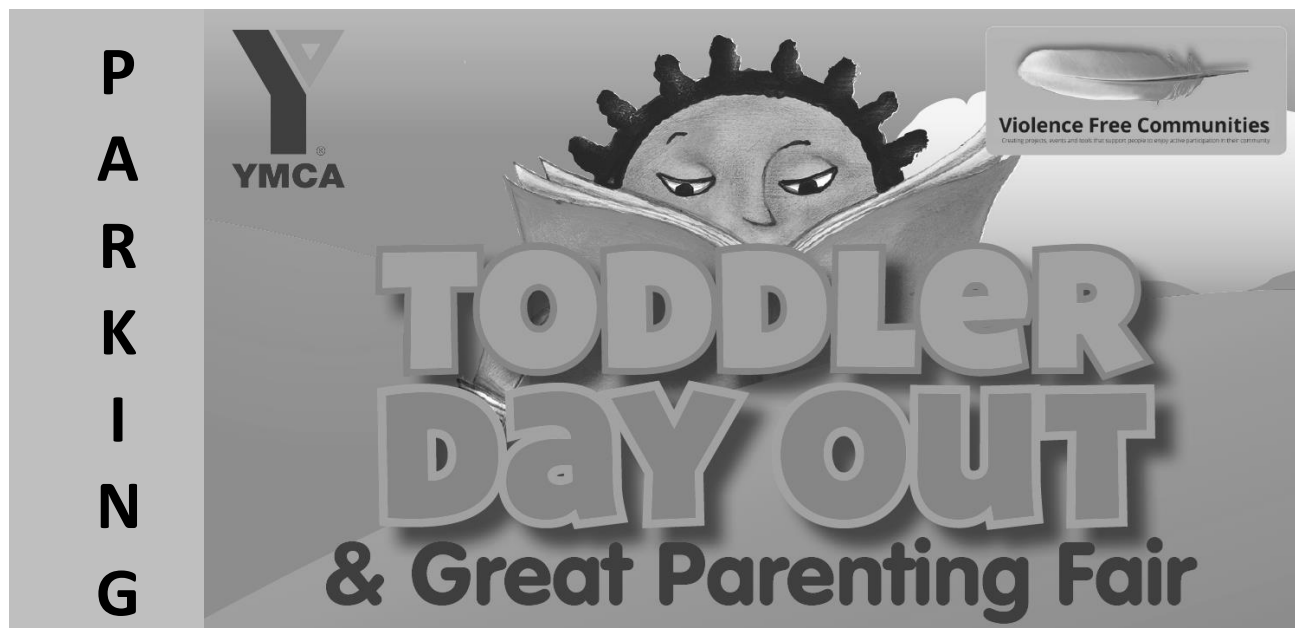
### These buses stop near Massey Leisure Centre:

Stop 5911 (Westgate Drive)  
070 080 081 082 092 130

Stop 1614 (Fred Taylor Drive)  
060

Stop 5633 (Westgate Shopping Centre)  
060 070 080 081 082 091 092 093 130 956

Stop 5574 (Don Buck Road)  
070 080 081 082 092 130



**Volunteers meet up at the 'hub' at 9.30am, 11am, 12, 1pm and 2pm to get briefed, swap jobs, hand in forms etc**

**The hub will be next to the General Information stands in the foyer – look for Victor or Sharon**

### **Timetable for Saturday 14<sup>th</sup> May**

8.00am – 9.00am stall holders arriving

9.00 – coffee stall opens!

9.30 – first briefing at Volunteer hub. First car park wardens on duty.

9.45 – Kaumatua blesses the event

10 - 11am – Volunteer tasks Round 1

11am - 12 – Volunteer tasks Round 2

12 - 1pm – Volunteer tasks Round 3

1 - 2pm – Volunteer tasks Round 4

2 - 3pm – Volunteer tasks Round 5

3pm – event closes

3 - 4pm - pack down

### **Who's Who on the Day**

Victor – Volunteer coordinator

Conin – Raise Up coordinator

Coral – Event Manager

Sharon – Information area and Volunteer hub

Carolynn – Project Coordinator

### **Descriptions of jobs on the day**

[Go to the hub every hour to check in and get your next job](#)

<b>Job title</b>	<b>Number needed per hour</b>	<b>Tasks</b>
Stage helper	2	Assist MC and Sound team as needed. Collect prize draw winners from Carolynn and give to MC. Help the entertainers get their gear in and out of the venue. Make sure the speakers get to the stage.

Car park	2	Keep the disabled and senior spaces in front of the building clear for Library users. Keep the coned spaces free for the entertainers. Answer questions about what's happening in and around the venue.
Lost child area	1	Entertain and reassure any lost children. Get parents to sign for their child when they collect them.
Runners	Up to 3	Liaise between Victor, Coral, Sharon and Carolynn as required. Check if stall holders need any assistance. Relieve Stall holders and staff their stalls if they need a 'comfort break'. Check if bins need emptying – liaise with YMCA staff. Collect some giveaways from Carolynn and hand them out. Collect volunteers at the end of the hour.
Survey	6	Survey people on their experience at the event. Collect contact details. Tell them about the prizes. Go round all the rooms (except the Library), outside to the queues for the rides, and the food stall and fire truck area. At 1pm – give your surveys to Carolynn.
Interactive and Messy Play Areas	Up to 3	Help stall holders if required.

There may be other jobs that come up on the day, ??? will organise these and coordinate.

### **Dress code**

We have bright yellow tee shirts for all volunteers! So everyone can see you ☺ Wear something that the tee shirt can go over (if it's chilly) and comfortable footwear.

*Please remember to give your tee shirt back before you leave. Thank you!*

### **Taking photos**

Please take pictures of what goes on during the event and post them to Facebook etc. Can you also send your best ones to [carolynn@realspark.com](mailto:carolynn@realspark.com). We're looking for pictures to go in follow up media releases, the official project feedback report, up on our website and up on our Facebook page. Who can send the picture that sums up the event the best?

### **Food and drink**

### **Travel expenses**

Make a note of your mileage or keep your bus ticket and get a travel claim form from Carolynn