

# LAKESIDE FESTIVAL 2022

## VOLUNTEERS

### EXPRESSION OF INTEREST

John Wright Park,  
TUNCURRY  
Saturday 19 March 2022



#### **ABOUT THE LAKESIDE FESTIVAL:**

Formed in 2013, the Lakeside Festival is a brilliant not-for-profit event run by local volunteers. The festival is 100% run by community volunteers and proudly supported by local business. The aim of the festival is to attract visitors to the area during “off-peak” tourist time and create a vibrant community event for local residents.

Perfectly located on the banks of Wallis Lake with its crystal blue waters, our patrons can soak up the eclectic atmosphere at the Lakeside Festival and immerse themselves in everything that the Barrington Coast has to offer.

#### **VOLUNTEERS:**

Many ask, ‘Why would I volunteer to work at such an event?’

Volunteering at the Lakeside Festival has many benefits, including:

- Meeting new people, engaging with the local community whilst enjoying great music
- Assisting to enhance our local community
- Being part of the Lakeside Festival team and contributing to the ongoing development and success of significant community events
- For more detail visit us at [www.lakesidefestival.com.au/volunteer/](http://www.lakesidefestival.com.au/volunteer/)

I hear you saying, “Yeah, that sounds like me!” Great, well, take the next step and complete the form below and return it me ... I’ll be in touch very soon.



**Volunteer Expression of Interest Form:**

<b><u>PERSONAL DETAILS</u></b>		
<b>FIRST NAME</b>		
<b>SURNAME</b>		
<b>MOBILE NUMBER</b>		
<b>EMAIL ADDRESS</b>		
<b><u>PREVIOUS EXPERIENCE</u></b>		
	<b>YES</b>	<b>NO</b>
<b>Have you volunteered with us before?</b>		
<b>If 'YES', which role/s?</b>		
<b>What areas would you like to volunteer for this year (one or more options over various days can be selected)</b>	<i>Please note: the various roles that need to be covered are detailed on the following pages</i>	

**Thursday 17 March 2022 – Fencing Team - 2:00pm to 4:30pm**

**Tasks:**

- Attach printed shade cloth to fencing

**Requirements:**

- Some physical strength
- Ability to use cable ties and pliers
- Ability to read site maps
- Understanding of risk management and safe work practices

**Our thank you:**

- 1 free ticket to the music festival
- Water and sunscreen provided

**Friday 18 March 2022 – Volunteer Check-In Team**

**2 shifts available**

9.30 – 12.30pm

1.30 – 4.00pm

**Tasks:**

- Welcome Volunteers
- Induct and sign in volunteers and direct them to their team supervisor
- Provide volunteers with water bottle and sunscreen, point out water refill station
- Ensure volunteers sign out at end of shift and provide them with thank-you gift
- Assist gate staff and ushers as required

**Requirements:**

- Happy, friendly nature, good people skills
- Strong understanding of mobile phones/smart devices and apps.
- Ability to work under some pressure
- Understanding of risk management and safe work practices

**Our thank you:**

- 1 free ticket to the music festival.
- Water and sunscreen provided

**Friday 18 March 2022 – Assembly Team - 10:00am to 3:30pm**

**Tasks:**

- Assemble tents, move furniture and other stock and equipment
- Hang banners, flags and signs – ladders, heavy manual handling
- Fill water barrels, tent weights and sandbags
- Assemble access ramps for disabled
- Install temporary fencing and barricades
- Set up waste stations and toilets
- Assemble and install sponsor and event signage

**Requirements:**

- Some physical strength
- Carpentry/building skills/experience
- Ability to use tools/ropes/ladders etc
- Ability to follow directions from team leader and or printed diagrams and instructions
- Understanding of risk management and safe work practices

**Our thank you:**

- 1 free ticket to the music festival.
- Water and sunscreen provided
- Lunch and soft drinks provided between 12.30 and 1.00pm

## Saturday 19 March 2022 – Volunteer Check-In Team

**3 shifts available**

**7.00 – 10.00am**

**10.00am – 1.00pm**

**1.00 – 4.00pm**

### **Tasks:**

- Welcome, induct and sign in volunteers and direct them to their team supervisor.
- Provide volunteers with water bottle and sunscreen, point out water refill station
- Ensure volunteers sign out at end of shift and provide them with thank-you gift

### **Requirements:**

- Happy, friendly nature, good people skills
- Strong understanding of mobile phones/smart devices and apps.
- Ability to work under some pressure
- Understanding of risk management and safe work practices

### **Our thank you:**

- 1 free ticket to the music festival.
- Water and sunscreen provided

## Saturday 19 March 2022 – Market Bump-In Team – 6.30 to 8.30am

### **Tasks:**

- Greet and direct stall holders to their pre marked site
- Hang banners and signs
- Assist set up of headquarters tent and furniture – tent weights/water barrels
- Install temporary fencing and barricades

### **Requirements:**

- Ability to understand a site map
- Some manual handling
- People skills
- Ability and fitness to walk fast
- Understanding of risk management and safe work practices

### **Our thank you:**

- 1 free ticket to the music festival
- Water and sunscreen provided

## Saturday 19 March 2022 – Festival Set-Up Team – 8.00am to 10.00am

### **Tasks:**

- Move and carry merchandise stock
- Set out barricades
- Hang banners and signs
- General décor
- Set up kid's games
- Assist to direct stalls into pre marked sites if needed

### **Requirements:**

- Some physical strength
- Ability to use tools/ropes/ladders etc
- Ability to understand a site map
- Understanding of risk management and safe work practices

### **Our thank you:**

- 1 free ticket to the music festival
- Water and sunscreen provided

## Saturday 19 March 2022 – Ushers Team

**3 shifts available**

**10.45am - 1.30pm**

**1.30 - 3.30pm**

**3.30 - 5.30pm**

### **Tasks:**

- Welcome festival patrons in front of the gate
- Complete patron's survey – postcode and overnights stays
- Present QR Code to them for check in with phones (Service NSW COVID requirement)
- Direct patrons to the correct side of the gate – Box Office or Pre-purchased
- Welcome and direct volunteers to check in at volunteer gate
- Assist gate staff as required

### **Requirements:**

- Happy, friendly nature, people skills
- Strong understanding of mobile phones/smart devices and apps.
- Ability to work under some pressure and fitness to stand during shift
- Understanding of risk management and safe work practices

### **Our thank you:**

- 1 free ticket to the music festival.
- Water and sunscreen provided

## Saturday 19 March 2022 – Festival Merch Tent Team

### **4 shifts available**

**11.45am – 1.30pm**

**1.30 - 3.30pm**

**3.30 - 5.30pm**

**5.30 – 7.30pm**

### **Tasks:**

- Sell festival merchandise
- Answer general queries from patrons
- Monitor staff movements/locations
- Update suggestions book
- Monitor radios

### **Requirements:**

- Happy friendly nature, people skills
- Cash handling skills
- Ability to work under some pressure
- Understanding of risk management and safe work practices

### **Our thank you:**

- 1 free ticket to the music festival
- Water and sunscreen provided

## Saturday 19 March 2022 – Festival Pack-up Team – 8.30 to 10.30pm

### **Tasks:**

- Pick up any rubbish, empty wheelie bins into skip bins
- Lower all tents to ground and secure for wind stability overnight
- Take down banners and signage
- Assist pack down of gate and merch tent/Lakeside HQ
- Move furniture for overnight security

### **Requirements:**

- Some physical strength
- Understanding of risk management and safe work practices
- Willingness to deal with rubbish

### **Our thank you:**

- Light refreshments and drinks after shift

## Sunday 20 March 2022 – Pack-down Team – 9.00am to 3.00pm

### **Tasks:**

- Dismantle tents, timber structures and barricades
- Remove printed shade cloth from fencing, roll up and take to shipping container
- Take down banners and signs
- Assist with stocktake of all items
- Carry stock, furniture, equipment, and merchandise to shipping container
- Pick up all rubbish/empty wheelie bins into skip bins
- Sort rubbish and recycling
- Empty water barrels and sandbags, spread sand.

### **Requirements:**

- Some physical strength
- Carpentry/building skills/experience
- Willingness to deal with rubbish
- Ability to use tools/ropes/ladders etc
- Ability to follow directions from team leader and/or printed diagrams and instructions
- Understanding of risk management and safe work practices

### **Our thank you:**

- Water and sunscreen provided
- Lunch and drinks provided at 12.30pm