



# Lakeside Festival 2023

## Volunteer Expression of Interest

John Wright Park, Tuncurry  
Thursday 2 to Sunday 5 November 2023

The Lakeside Festival was formed in 2013. We are a not-for-profit event run by local volunteers.

All funds raised from each event are channelled directly to the following year to grow and expand the festival. The festival is presented with the intention of attracting visitors to the area during 'off-peak' tourist time and creating a vibrant community event for local residents. *For full event details please visit:*

[www.lakesidefestival.com.au](http://www.lakesidefestival.com.au)

### ***Would you like to get involved with Lakeside Festival 2023 as a Volunteer?***

That's awesome, you're great, we love our volunteers!

As our THANK YOU - Friday and Saturday volunteers will receive a free ticket to the music festival.

Sunday volunteers are the hardest to find and we love you even more.

As our THANK YOU we will give you a great BBQ lunch and drinks.

Please fill out the form below and we'll be in touch soon.

### **Personal Details**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Previous Experience

Have you volunteered with us before?

Yes

No

If yes, which roles have you performed?

Please describe \_\_\_\_\_

Do you have an RSA?

Yes

No

Which team from the list below would you like to participate in?

Please tick a box below *Please note: you can choose more than one role/shift*

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## Friday 3 November 2023

### Volunteer Welcome Team

(3 shifts available please tick one)

7am - 10am

10am - 1pm

1pm - 4pm

#### Tasks:

- Welcome, induct and sign in Volunteers
- Give them a water bottle, tell them where water refill station is, and offer sunscreen
- Ensure volunteers sign out at end of shift and give them a free ticket for Music Festival

#### Requirements:

- Happy, friendly nature
  - Strong understanding of mobile phones/smart devices and apps
  - Ability to work under some pressure
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## Friday Set Up Team 10am to 4pm (approx.)

### Tasks:

- Assemble tents, move furniture and other stock and equipment
- Set up power supplies and installations
- Hang banners, bail flags and signs - ladders, heavy manual handling
- Fill water barrels and weight tents
- Fill sandbags and make disabled access ramps
- Set up temporary fencing, 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

*Please note: lunch will be provided for these volunteers*

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## Festival Day - Saturday 4 November 2023

### Saturday Volunteer Check in Team

(3 shifts available please select one)

7am - 10am

10am - 1pm

1pm - 4pm

### Tasks:

- Welcome, induct and sign in Volunteers
- Give them a water bottle, tell them where water refill station is and offer sunscreen
- Ensure volunteers sign out at end of shift and give them a free ticket for Music Festival

### Requirements:

- Happy, friendly nature
- Strong understanding of mobile phones/smart devices and apps.
- Ability to work under some pressure

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## Saturday Festival Bump in Team

7am to 10am (approx.)

### Tasks:

- 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
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## Saturday Music Festival Ushers team

3 shifts available (please select one)

10.45am - 1.30pm

1.30pm - 3.30pm

3.30pm - 5.30pm

### Tasks:

- Welcome festival patrons in front of the gate
- Ask them pre prepared survey questions
- 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 if needed
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### Requirements:

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

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## Saturday Merch Tent Team

4 shifts available (please select one)

11.45am - 1.30pm

1.30pm - 3.30pm

3.30pm - 5.30pm

5.30pm - 7.30pm

### Tasks:

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

### Requirements:

- Happy, friendly nature
  - Cash handling skills
  - Ability to work under some pressure
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## Saturday Festival Bar Staff / Drink Ticket Sales

You must have a current RSA - please select a shift

11.30am - 3.30pm

3.30pm - 7.30pm

### Tasks:

- Register with Licensee and Head of Security for briefing
- Sell Drink tickets
- Sell drinks in Lakeside bar marquee

### Requirements:

- Must have current RSA qualifications
- Happy, friendly nature

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## **Saturday Night Festival Close Team 8.30pm - 10.30pm (approx.)**

### **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
  - Willingness to deal with rubbish
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## **Sunday 5 November 2023**

### **Sunday Pack Down Team 8am - 1pm (approx.)**

#### **Tasks:**

- Dismantle tents, timber structures, barricades.
- Remove printed shade cloth from fencing, roll up and take to 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

*A delicious BBQ lunch and drinks will be provided for these volunteers.*