

Volunteer for the Hilly Fields Midsummer Fayre

23 June 2018

Be part of Brockley's biggest community event, with over 5,000 people attending. The annual Hilly Fields Midsummer Fayre is totally run by volunteers and is only possible with the energy, enthusiasm and time that people generously contribute to bring this event together.

We hope you will find this experience both fun and rewarding. It is certainly appreciated by the thousands of people who attend the event, many of whom have been staunch supporters of the event since the Fayre started.

There is a role for everyone, regardless of your skills, knowledge or time. All we need is a commitment from you on how much time you are able to contribute and a lot of enthusiasm. To give you an idea of the different roles, and time commitments, please refer to the table below and contact us to express your interest at:

fayre@brockleysociety.org.uk

Ideally we would like to fill the team captain roles first. Team captains can then assist in finding volunteers to complete their teams. We will have some briefing sheets for the captains to guide them in their role (though this is not a comprehensive guide and you may need to make your own judgment calls to "make it happen"). Of course there are many experienced volunteers around who are more than happy to answer questions and support you. If you would like to be a team captain but cannot stay for the entire time – find someone you can "job share" the team lead role.

We also need many people to fill the other roles. Whatever time you can contribute will be appreciated. If you are able to volunteer for multiple shifts, we would love it. Just let us know.

Come and join us!

Volunteers required for the Midsummer Fayre [23 June 2018]

	Team	Volunteers needed	Time Commitment	Description
BEFORE THE EVENT	Programme Distribution			Anytime of the day, 1 day in the next week <ul style="list-style-type: none"> ▪ Car not needed. ▪ Hand out programmes at stations/ street
	Captain	1	2 hours	
	Volunteers required	12	2 hours	
EVENT DAY SET UP	Set up Gazebo and Tent			7am – 9am <ul style="list-style-type: none"> ▪ Set up of 1 big tent and 3 gazebos ▪ Set up of tables and chairs
	Captain	1	3 hours	
	Volunteers required	5	2 hours	
EVENT DAY SET UP	Set up Hazard Tapes/Bunting/Signs/ Flags			7am – 9am <ul style="list-style-type: none"> ▪ Mark off areas – cricket field, arena area, parking ▪ Set up signs and flags for stall areas
	Captain	1	3 hours	
	Volunteers required	5	2 hours	
EVENT DAY SET UP & CLEAR UP	Stewards (stalls)			9am -1pm, 4:30pm – 6pm <ul style="list-style-type: none"> ▪ Signpost stall holders and caterers to relevant spots ▪ Ensure stall holders clear up at the end.
	Captain	Alison Basa	7 hours	
	Volunteers required	10	5.5 hours	
EVENT DAY SET UP & CLEAR UP	Stewards (traffic flow)			9am -1pm, 4:30pm – 6pm <ul style="list-style-type: none"> ▪ Manage car traffic flow on the field
	Captain	Niklaus Huwyler	6 hours	
	Volunteers required	2	5.5 hours	
EVENT	Litter Management			12nn – 6:30pm 2 shifts (12nn – 3pm/ 3pm – 6:30pm) <ul style="list-style-type: none"> ▪ Pick up litter ▪ Empty bins on the field and bring to central skip
	Captain	1	7 hours	
	Volunteers required	10	3 hours 3.5 hours	
EVENT	Children's Competitions x 5			12pm – 4:30pm (rota of 1.5hrs each) <ul style="list-style-type: none"> ▪ Receive and display entries (cakes, art, vegetable modeling) ▪ Arrange for judging (3pm)and prize giving (4:15pm) ▪ Ensure return of entries back to owners
	Captain	Charlotte Knowland	2 hrs	
	Volunteers required	3	1.5hrs	

	Team	Volunteers needed	Time Commitment	Description
EVENT	Arena Events			12nn – 5pm <ul style="list-style-type: none"> Ensure the acts are ready for their performance
	Captain	Mel Loveday	6 hours	
	Volunteer	2	5 hours	
EVENT	Raffle ticket sales			12nn – 4:30pm (3 shifts) 12nn–1:30pm/ 1:30pm–3pm/ 3pm–4:30pm <ul style="list-style-type: none"> Selling of raffle tickets around the field Folding tickets for the raffle draw Ensure prize winners get their prizes
	Captain	1	6 hours	
	Volunteers required	12	1.5hours	
EVENT	Broc Soc tent			12nn – 5:30pm (3 shifts) 12nn – 1:30pm/ 1:30pm – 3pm/ 3pm – 4:30pm/ 4:30pm – 6pm (Captain) <ul style="list-style-type: none"> Sell raffle tickets & book Manage lost and found and queries
	Captain	1	6 hours	
	Volunteers required	3	1.5 hours	
EVENT	Tea and Cake stall			11:30am – 5:30pm (2 hours / shift) 2 shifts per person <ul style="list-style-type: none"> Appeal for cakes Set up and clear up of cakes and teas stall Selling of cakes and teas
	Captain	1	6.5 hours	
	Volunteers required	10	4 hours	
EVENT CLEAR UP	Event Strike Down			5:30pm – 7pm <ul style="list-style-type: none"> Bring down the gazebos and tents Transport supplies, gazebos and tent to Broc Soc shed
	Captain	1	2 hours	
	Volunteers required	8	1.5hours	