

## **Volunteer for the Hilly Fields Midsummer Fayre**

**22 June 2019**

Be part of Brockley's biggest community event, attended by over 5,000 people. 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 this event. Together we make this experience both fun and rewarding.

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:

[volunteer@brockleysociety.org.uk](mailto:volunteer@brockleysociety.org.uk)

If you are interested in being a team captain, we will have some briefing sheets for the captains to guide you in your 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.

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 [22 June 2019]

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

	Team	Volunteers needed	Time Commitment	Description
EVENT	<b>Arena Events</b>			12nn – 5pm <ul style="list-style-type: none"> <li>Ensure the acts are ready for their performance</li> </ul>
	Captain	Mel Loveday	6 hours	
	Volunteer	2	5 hours	
EVENT	<b>Raffle ticket sales</b>			12nn – 4:30pm (3 shifts) 12nn–1:30pm/ 1:30pm–3pm/ 3pm–4:30pm <ul style="list-style-type: none"> <li>Selling of raffle tickets around the field</li> <li>Folding tickets for the raffle draw</li> <li>Ensure prize winners get their prizes</li> </ul>
	Captain	Rosie Morle	6 hours	
	Volunteers required	16	1.5hours	
EVENT	<b>Broc Soc tent</b>			12nn – 5:30pm (3 shifts) 12nn – 1:30pm/ 1:30pm – 3pm/ 3pm – 4:30pm/ 4:30pm – 6pm (Captain) <ul style="list-style-type: none"> <li>Sell raffle tickets &amp; book</li> <li>Manage lost and found and queries</li> </ul>
	Captain	1	6 hours	
	Volunteers required	3	1.5 hours	
EVENT	<b>Tea and Cake stall</b>			11:30am – 5:30pm (2 hours / shift) 2 shifts per person <ul style="list-style-type: none"> <li>Appeal for cakes</li> <li>Set up and clear up of cakes and teas stall</li> <li>Selling of cakes and teas</li> </ul>
	Captain	1	6.5 hours	
	Volunteers required	12	4 hours	
EVENT	<b>BBQ stall</b>			11:30am – 5:30pm (2 hours / shift) 2 shifts per person <ul style="list-style-type: none"> <li>Set up and clear up of BBQ stall</li> <li>Grilling hamburgers &amp; hotdogs</li> <li>Selling hamburger, hotdogs and drinks</li> </ul>
	Captain	1	6.5 hours	
	Volunteers required	10	4 hours	
EVENT	<b>Children’s stalls (Coconut shy, Human Fruit Machine)</b>			11:30am – 5:30pm (3 hours / shift) 1 shifts per person <ul style="list-style-type: none"> <li>Help in running the stalls</li> </ul>
	Captain	Rankine MacFarlane	6.5 hours	
	Volunteers required	12	3 hours	
EVENT CLEAR UP	<b>Event Strike Down</b>			5:30pm – 7pm <ul style="list-style-type: none"> <li>Bring down the gazebos and tents</li> <li>Transport supplies, gazebos and tent to Broc Soc shed</li> </ul>
	Captain	1	2 hours	
	Volunteers required	8	1.5hours	