

Team	Role	Number of shifts required	Commitment [Days]	Commitment [Hours/shift]	Volunteers per shift	Shift Times	Commitment [Hours]	Description
			Pre-Event	Event Day			Post-Event	
1	Captain	1	1 week	7.5 hours	1	10:00am - 5:30pm	N/A	<ul style="list-style-type: none"> Coordinate food orders with Central coordinator Set up of BBQ stall, prepare and sell food on the event day Clear up of BBQ stall
	Team	18	0	2.5 hours	6	11:00am - 1:30pm 1:30pm - 4:00pm 4:00pm - 6:00pm	N/A	
2	Captain	Filled	0	6 hours	1	11:30am - 5:30pm	N/A	<ul style="list-style-type: none"> Sell raffle tickets & book Manage lost and found and queries
	Team	6	0	1.5 hours	2	12:00nn - 1:30pm 1:30pm - 3:00pm 3:00pm - 4:30pm	N/A	
3	Captain	Filled	0	6 hours	1	11:30am - 5:30pm	N/A	<ul style="list-style-type: none"> Buy competition prizes Arrange for judging (3pm) and prize giving (4:15pm) Receive, label, display entries (cakes, art, vegetable modelling) Ensure return of entries back to owners
	Team	6	0	1.5 hours	2	12:00nn - 1:30pm 1:30pm - 3:00pm 3:00pm - 4:30pm	N/A	
4	Captain	Filled	0	6 hours	1	11:30am - 5:30pm	N/A	<ul style="list-style-type: none"> Buy coconuts Prepare signage and all equipment required Set up and run the stall
	Team	6	0	1.5 hours	2	12:00nn - 1:30pm 1:30pm - 3:00pm 3:00pm - 4:30pm	N/A	
5	Captain	1	1	1.5 hours	1	5:00pm - 6:30pm	N/A	<ul style="list-style-type: none"> Break down of Hazard Tapes/Bunting/Arena/Flags/ Maps/ Animal fence/ stall signs/ Arts & Craft/ Gazebos/ BBQ Bring to Shed
	Team	10	0	1.5 hours	10	5:00pm - 6:30pm	N/A	
6	Captain	1	4 months (Flexible)	0	1	Flexible	Thank yous	<ul style="list-style-type: none"> Promote/ coordinate the promotion of the Fayre -Print (Lewisham Life & website), Email (BrocSoc Newsletter), Social Media (FB, Twitter, Instagram) before and during the Fayre Appeal for cakes
7	Captain	Filled	1	5 hours	1	7:30am - 12:30pm	N/A	<ul style="list-style-type: none"> Pick up from Shed Set up of Hazard Tapes/Bunting/Arena/Flags/ Maps/ Animal fence/ stall signs/ Arts & Craft/ Gazebos/ BBQ
	Team	20	0	2 hours	10	7:30am - 9:30am 9:30am - 11:30am	N/A	
8	Captain	1	0	6 hours	1	12:00nn - 6:00pm	N/A	<ul style="list-style-type: none"> Pick up litter Empty bins on the field and bring to central skip Ensure the correct disposal of litter in the correct skip
	Team	28	0	1.5 hours	7	1:00pm - 2:30pm 2:30pm - 4:00pm 4:00pm - 5:30pm 5:30pm - 7:00pm	N/A	
9	Captain	1	7 days	2 hours	1	Flexible	N/A	<ul style="list-style-type: none"> Coordinate the distribution of posters and programme Distribute posters and programmes around Brockley
	Team	15	7 days	1 hour	15	Flexible	N/A	
10	Captain	Filled	2 weeks (Flexible)	0	1	0	N/A	<ul style="list-style-type: none"> Create adverts for advertisers and sponsors for Programme if needed (Word art/ powerpoint) Layout of adverts and sponsors for Programme Approach local businesses for adverts and sponsorship for Programme
	Team	4	2 weeks (Flexible)	0	4	0	N/A	
11	Captain	Filled	0	6 hours	1	10:00am - 4:30pm	Prize distribution	<ul style="list-style-type: none"> Sell raffle tickets throughout the Fayre Folding tickets for the raffle draw Ensure prize winners get their prizes
	Team	30	0	1.5 hours	10	12:00nn - 1:30pm/ 1:30pm - 3:00pm/ 3:00pm - 4:30pm	N/A	

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12 Stewards (traffic flow and parking)	Captain	Filled	1	6 hours	1	8:00am - 12:30pm 4:30pm - 6:00pm	N/A	<ul style="list-style-type: none"> Manage car traffic flow on the field, parking and cars waiting to get onto the field at the <i>beginning</i> of the Fayre
	Team	22	0	4.5 hours 4 hours 1.5 hours	10 2 10	8:00am - 12:30pm 12:30pm - 4:30pm 4:30pm - 6:00pm	N/A	<ul style="list-style-type: none"> Control access to the Bowls club and the car park Manage car traffic flow on the field and cars waiting to leave the field at the <i>end</i> of the Fayre
13 Supplies	Captain	1	1 month (Flexible)	3 hours	1	7:30am - 10:30am	N/A	<ul style="list-style-type: none"> Identify all the missing items Purchase all the items required Prepare team bags
14 Music	Captain	Filled	1 month (Flexible)	9 hours	1	7:30am - 8:00pm	N/A	<ul style="list-style-type: none"> Update website to include all Fayre information
	Team	20	0	3 hours 2 hours 2 1/4 hours 2 1/4 hours 2 1/4 hours 3 1/4 hours	6 2 2 2 2 6	8:00am - 11:00am* 10:00am - 12:00nn 11:45am - 2:00pm 1:45pm - 4:00pm 3:45pm - 6:00pm 4:45pm - 8:00pm*	N/A	<ul style="list-style-type: none"> Set up of the stage Assist with stage management Assist with artiste liason Strike down of the stage <p>* Shifts are physical</p>