In order to manage the events that are held within the Borough safely, we rely heavily upon utilising volunteers from the local community across the Borough. We are looking to increase the numbers of volunteers who currently support at events and create a database of people who we can contact to seek availability to assist.

WHY VOLUNTEER?

There are many reasons people volunteer. The following link gives some of the reasons and benefits of volunteering: [http://www.helpguide.org/life/volunteer_opportunities_benefits_volunteering.htm](http://www.helpguide.org/life/volunteer_opportunities_benefits_volunteering.htm)

VOLUNTEER ROLES

Each event will require specific roles to support the smooth running of the event. These roles will vary depending upon the nature of the event and when you volunteer you could be asked to undertake any of the roles available. These are examples of the more usual, generic roles and what would be expected of them.

- **Stewarding / Marshalling** – Generally directing people attending, keeping an eye on the aspects of the event allocated to them and ensuring that any issues are dealt with appropriately.
- **Kitchen Work** (food prep / washing up) – Some of our volunteers at the Feel Good Festival Chef’s Kitchen were able to meet and work with the celebrity chefs.
- **Infrastructure** - Setting up the infrastructure for the event, this could be staging, stalls, chairs/tables then taking this down at the end of the event and ensuring the site is left clean and tidy.
- **Collecting Money** – This may be charitable collections as part of the event on behalf of the organiser.
- **General Assistance** – Examples of some of the tasks volunteers have undertaken in this role have been, giving out flags, collecting flowers, general hospitality. Some of the volunteers at the Feel Good Festival were responsible for looking after the artists playing on the Community Stage including the headline artist ‘The Feeling’ and other popular groups.

TRAINING

Training related to event management will be given if this is appropriate to the role and where individuals would like to become regular volunteers for the stewarding roles.

EVENT BRIEFINGS

Full briefings will be given prior to each event to all those taking part.

- A volunteer co-ordinator will be identified who will manage the volunteers on the day
- Roles and tasks will be allocated
- Health & Safety and other relevant aspects of the Event Management Plan will be shared
I would like to register as a volunteer and to receive information of events within the Borough.

**VOLUNTEER DETAILS**

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<thead>
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<th>Name:</th>
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<tr>
<td>Address:</td>
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<td>Contact Number:</td>
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<td>Email address:</td>
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</tbody>
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Do you have any key skills which may be particularly useful in volunteering at an event?

Times you can be available, e.g. evenings, weekends

Are there any tasks you would not be able to undertake, e.g. lifting, driving

Signature: Date:

Please return this form by email to: events@rochdale.gov.uk, or by post to:
Event Manager, Community Safety Unit, Floor 3, Number One Riverside, Smith Street, Rochdale, OL16 1XU.