



Please tell us what sort of work you would prefer to undertake

Please **number** the tasks below in order of preference **from 1 to 5** (number 1 being your top choice!) Any tasks you definitely **do not wish to do**, please **mark with an X!**

- [ ] **Setting up/Dismantling** - volunteers needed Wednesday afternoon, all day Thursday, Friday morning and Monday
- [ ] **Stewarding Activities** - includes keeping marquees and castle grounds clean and tidy, assisting visitors, support to Exhibitors, vigilant to general crowd behaviour, health & safety issues, etc
- [ ] **Stewarding of Classic Vehicles** – to assist in the moving of the cars in and out of the castle grounds at the start and end of the day
- [ ] **Information Point** - involves dealing with enquiries, selling trail and ‘event’ tickets, issuing pre-sold trail tickets, local knowledge, people skills, etc
- [ ] **Prepaid Admissions** - using scanners for e-tickets & manning laptop to deal with online searching/checking bar codes, etc – **NB** this will be ran from the outside caste information point
- [ ] **Castle Entrance / Exit** – includes directing visitors to the till area and fast track and generally supervising entry/exit point and maintaining a good flow of people
- [ ] **Castle Square** – includes excellent people skills, directing of crowds, management of queues
- [ ] **Beer Tokens** - selling beer tokens in the ‘Festival Pub’
- [ ] **Admissions Cashiers** - taking visitors’ entry money and operating cash register, using debit/credit card machines
- [ ] **Wristbands** – putting wristbands on visitors upon exiting the festival.
- [ ] **Exhibitors’ car parking** - to oversee exhibitor car parking (Dinham ‘field’)

**Special requests, comments or notes:**

Your health, local knowledge and special skills

We are delighted to have your help, but do not wish to risk **your health**. If you have a medical condition that prevents you from undertaking certain tasks please let us know - any information given will be treated in the strictest of confidence.

Do you have sufficient **local knowledge** to be able to direct visitors around Ludlow? (eg cash machines, toilets, post office, named shops, pubs, etc) - **YES / NO**

If you have any **special skills** that may be useful, eg languages, secretarial skills, or may be available to help out in the office, etc periodically during the lead up weeks to the festival, please let us know here:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Data Protection Policy**

**Ludlow Marches Food and Drink Festival**

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Ludlow Marches Food and Drink Festival is operated on a not-for-profit basis

[www.foodfestival.co.uk](http://www.foodfestival.co.uk)