



**Ludlow Marches Food & Drink Festival**

Unit 12, The Business Quarter  
Eco Park Road  
Ludlow  
Shropshire SY8 1FD  
Tel: 01584 873957

Email: [admin@foodfestival.co.uk](mailto:admin@foodfestival.co.uk)

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

## VOLUNTEER REGISTRATION FORM –2021

(Please complete and return to the above address or email, thank you!)

CONTACT DETAILS	
Name:	
Address:	
Post Code:	
Tel: (Day)	(Evening)
Mobile	
Email address:	
Preferred method of contact (please tick <input type="checkbox"/> )	Email <input type="checkbox"/> Post <input type="checkbox"/>

### Please tell us when you are available and willing to work

The Festival in the castle is open to the public at the following times:

- Friday 10th September 10.00am to 5.00pm
- Saturday 11th September 10.00am to 6.30pm
- Sunday 12th September 10.00am to 5.00pm

We also need volunteers to help with setting up on Wednesday (8<sup>th</sup> September) and Thursday (9<sup>th</sup> September) before opening to the public and again breaking down and tidying up on the Monday (13<sup>th</sup> September)

***I am able to work for [ ] half-day sessions*** (Please fill in here how many you are willing to work in total)

Shifts will usually be *Morning* 9.15am to 1.30pm, *Afternoon* 12.30pm to 6.30pm/7pm

NB some tasks and some areas may start at 8.00am

**PLEASE NOTE: the shifts overlap to take the pressure off the exchange timings!**

***Please only tick the sessions you are willing and able to commit to:***

- [ ] Wednesday afternoon                      [ ] Thursday morning                      [ ] Thursday afternoon
- [ ] Friday morning                                      [ ] Friday afternoon                      [ ] Saturday morning
- [ ] Saturday afternoon (until 6.30pm) [ ] Sunday morning                      [ ] Sunday afternoon
- [ ] Monday morning                                      [ ] Monday afternoon

**Please use this space to tell us anything further about your preferred working sessions:**



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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 and Monday
- Hosts / Stewarding Activities** – includes assisting visitors, support to Exhibitors, vigilant to general crowd behaviour; located inside/outside the Castle, to include those who have been volunteering for a while and know more than most about the Festival and the town.
- Information Point** - involves dealing with enquiries, selling trail tickets, issuing pre-sold trail and event tickets, local knowledge, people skills, etc
- Prepaid Admissions** - using scanners for e-tickets & manning laptop to deal with online searching/checking bar codes, etc
- Castle Entrance / Exit** - includes directing visitors to the till area and generally supervising entry/exit point to maintain a good flow of people
- Castle Square** - includes excellent people skills, directing of crowds, management of queues
- Admissions Cashiers** - taking visitors' entry money and operating cash register, using debit/credit card machines
- Wristbands** – putting wristbands on visitors upon exit of the Festival for those who wish to return
- Exhibitors' car parking** - to oversee exhibitor car parking

**Special requests, comments or notes:**

### Your Health

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.

**COVID:** we will have a covid policy in place for the Festival and will advise you of it ahead of the event. In order to ensure the safety of all our volunteers, we will assume you have received 2 covid vaccinations. If this is not the case, please let us know. This information will be kept confidential.

Signature:

Date: