



Ludlow Marches Food & Drink Festival
 Unit 12, The Business Quarter
 Eco Park Road
 Ludlow
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 Tel: 01584 873957
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VOLUNTEER REGISTRATION FORM –2024

(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 13th September 10.00am to 5.00pm
- Saturday 14th September 10.00am to 6.30pm
- Sunday 15th September 10.00am to 5.00pm

We also need volunteers to help with setting up and breaking down on:

Wednesday 11th September and Thursday 12th September before opening to the public, and again breaking down and tidying up on the Monday 16th 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 5pm (6.30pm Sat)

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 morning [] Wednesday afternoon [] Thursday morning
- [] Thursday afternoon [] Friday morning [] Friday afternoon
- [] Saturday morning [] Saturday afternoon-6.30 [] Sunday morning
- [] Sunday afternoon [] Monday morning [] Monday afternoon

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

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!**

NB we will do our best to allocate duties to your preferences but cannot guarantee this.

- [] **Setting up/Dismantling** - volunteers needed Wednesday afternoon, all day Thursday and Monday
- [] **Host/Stewarding Activities** – includes assisting visitors, support to Exhibitors, vigilant to general crowd behaviour, located inside/outside the Castle, Fire Marshall, keeping marquees and castle grounds clean and tidy, health & safety issues, etc.
- [] **Information Point, Castle Square** - involves dealing with enquiries, selling trail tickets, issuing pre sold trail and event tickets, local knowledge, people skills, etc.
- [] **Castle Square** - includes excellent people skills, directing of crowds, management of queues
- [] **Castle Entrance / Exit** - includes directing visitors to the till and pre-paid area and generally supervising entry/exit point to maintain a good flow of people.
- [] **Prepaid Admissions** - using scanners for e-tickets & manning laptop to deal with online searching/checking bar codes, etc.
- [] **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.
- [] **Information Point, Inside Castle** - involves dealing with enquiries, local knowledge, people skills
- [] **Exhibitors’ car parking** - to oversee exhibitor car parking (in a field in Dinham, nearby) between 8-10.30/11am

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.

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 IT, 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:
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GDPR

We will only store your information for as long as it necessary in relation to this year’s Festival. We will never share your information with any third party. Please visit our website to view our Privacy Policy; alternatively, please request a copy.

Ludlow Marches Food and Drink Festival

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Registered office: dhjh, 81 Teme Street, Tenbury Wells, Worcestershire WR15 8AE

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

www.foodfestival.co.uk