



Ludlow Marches Food and Drink Festival  
 Unit 12, The Business Quarter  
 Eco Park Road  
 Ludlow  
 Shropshire SY8 1FD  
 Tel: 01584 873957  
 Email: admin@foodfestival.co.uk

## STUDENT VOLUNTEER REGISTRATION FORM – 2020

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

CONTACT DETAILS	
Name:	
Address:	
Post Code	
Tel: (Day)	(Evening)
Mobile	
Email address:	
Date of birth	
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 15th May                      5.00pm to 9.00pm
- Saturday 16th May                  10.00am to 9.00pm
- Sunday 17th May                    10.00am to 5.00pm

We also need volunteers to help with setting up on Wednesday and Thursday before opening to the public and again breaking down and tidying up on the Monday.

#### ***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 1.15pm, *Afternoon* 12.30pm to 5.30pm, *Evening* 5.30pm to 9.30pm NB some tasks and some areas may start at 8.00am**

**PLEASE NOTE:** the timings of the shifts overlap slightly to take the pressure off the lunchtime breaks of the people volunteering all day.

#### ***Please only tick the sessions where you are willing and able to undertake:***

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Thursday morning   | <input type="checkbox"/> Thursday afternoon    | <input type="checkbox"/> Friday morning   |
| <input type="checkbox"/> Friday afternoon   | <input type="checkbox"/> Friday (5pm to 9pm)   | <input type="checkbox"/> Saturday morning |
| <input type="checkbox"/> Saturday afternoon | <input type="checkbox"/> Saturday (5pm to 9pm) | <input type="checkbox"/> Sunday morning   |
| <input type="checkbox"/> Sunday afternoon   | <input type="checkbox"/> Monday morning        | <input type="checkbox"/> Monday afternoon |

**Have you worked for us before?      YES / NO**

**Have you used a till in previous work experience?      YES / NO**

**Any other skills you feel would be beneficial to the role?**

The general guidelines that **MUST** be adhered to are as follows:

- Please note that you may not be allocated ALL of the sessions you request as we are often over subscribed for many of the sessions.
- **Each shift** will be 4 hours long – eg, if you start at 9am your first 20-minute break will be at 1pm. ONLY those students working the full day will be paid whilst taking their breaks. Refreshments will be available in the volunteers’ hospitality area and are free throughout the weekend. All students **MUST** arrive for duty at least 15 mins prior to their allocated start time.
- **Duties** can be varied and will involve collecting litter, cleaning tables, general stewarding, box breaking, manning car parks and many, many more numerous jobs, all of which are totally necessary in order to keep the Festival running smoothly.
- **Clothes** should be comfortable, clean and respectful – no slogans on t-shirts please!
- **Mobile Devices** – the use of mobile phones / devices are not permitted whilst you are on duty.
- It is most important that **all visitors** are ‘welcomed’ with a smile and so it is essential that you be prepared to be amenable and have a polite and friendly attitude to be part of the team.
- ALL students who are accepted as part of the Ludlow Spring Festival Volunteer Team **MUST** be able to attend a **‘briefing’ session** before their first shift – these will take place on site in the castle grounds and you will be notified of the date and times in your allocation letter.
- The **minimum wage**, suitable for your age, will be paid in the week following the Festival direct into your account on completion of a timesheet and bank details.

**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 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: \_\_\_\_\_  
**I agree to follow the guidelines shown above while working at the Ludlow Marches Food & Drink Festival**

**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**

A company limited by guarantee. Registered in England and Wales no. 4230963. VAT reg. no. 783 6218 07  
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](http://www.foodfestival.co.uk)