



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

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:	
Preferred method of contact (please tick v)	Email [] Post []

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* 5.00pm to 9.30pm - 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 where you are willing and able to undertake:

- [] Wednesday afternoon [] Thursday morning [] Thursday afternoon
- [] Friday morning [] Friday afternoon [] Friday evening (5pm to 9.30pm)
- [] Saturday morning [] Saturday afternoon [] Saturday (5pm to 9pm)
- [] 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!**

- [] **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
- [] **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 (in a field in Dinham, nearby)

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: _____

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