



Ludlow Marches Food and Drink Festival  
Unit 12, The Business Quarter  
Eco Park Road  
Ludlow  
Shropshire SY8 1FD  
Tel: 01584 873957  
Email: LFFVolunteers@outlook.com

## VOLUNTEER REGISTRATION FORM – 2023

(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 at the Ludlow Rugby Club is open to the public at the following times:

- Friday 12th May 11.00am to 9.00pm
- Saturday 13th May 10.00am to 9.00pm
- Sunday 14th May 11.00am to 4.00pm

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

*Wednesday 10th and Thursday 11th May before opening to the public, and again breaking down and tidying up on the Monday 15th May.*

***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 9.30pm)
- [  ] 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, 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 rugby club grounds at the start and end of the day
- [ ] **Club Entrance / Exit** – includes directing visitors to the till area, pre-paid track and generally supervising entry/exit point and maintaining 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
- [ ] **Beer Tokens** - selling beer tokens in the 'Festival Pub'
- [ ] **Wristbands** – putting wristbands on visitors upon entering/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](http://www.foodfestival.co.uk)