



## INFORMATION FOR VOLUNTEERS

### SUNDAY 18<sup>TH</sup> October 2015

- **SIGN IN AND SIGN OUT** For insurances purposes all volunteers need to have signed in on arrival and sign out before departure. Please go to the Administration Tent to sign-in and sign-out.
- **AT SIGN IN AREA** You will receive a “CREW” Badge, and apron and your lunch voucher. Please return this clothing when you sign-out.
- **DRESS CODE** Please wear dark trousers/pants/jeans (must be well presented), a white Polo/Collared shirt without Logos/Graphics and comfortable black shoes, or well-presented runners. Long hair (past shoulders) needs to be secured. For Safety reasons, no open toed shoes are to be worn.
- **PERSONAL BELONGINGS** Your personal belongings will be kept secure at the Administration Tent. Keep your phone with you – on silent – a little cash in your pocket along with RSA card, for those serving liquor.
- **SAFETY** First Aid Tent near the Administration Tent if you cut or injure yourself. If there is broken glass or plates please wear gloves to dispose of and put into the special boxes provided. **UNDER NO CIRCUMSTANCES PLACE IN GENERAL RUBBISH BINS.** If something heavy needs to be lifted **PLEASE SEEK ASSISTANCE – DO NOT LIFT ALONE!**
- **SUNSCREEN/SUNGLASSES** Please wear sunscreen! Sunglasses can be worn, if you wish. If you have a “Bowral Long Lunch” Hat, from previous years, then please wear that as well to protect from the sun.
- **TOILETS** Are located in The Grand Arcade and upstairs in the Cinema complex. Springett’s Arcade also have toilet facilities.
- **PARKING** Plenty of all day parking is available at the railway car park – no charge- located in Station Street. Target Outlet also has rooftop parking – also off Station Street.
- **LUNCH VOUCHERS** One Subway Lunch Voucher will be provided to each volunteer when signing-in. The voucher provides a 6inch lunch roll and a bottle of water.
- **HYDRATIONS** Please make sure you drink throughout the day. Bottles of water will be available.
- **COMPLAINTS** If one of the patrons has a complaint, or indeed you have a grievance about an issue – please refer the matter to you Team Leader/Supervisor