

## **2025 Committee Members responsibilities**

- Executive decisions and planning meetings
  - All advertising of the event
  - Grand Prize Draw advertising and ticket management
  - Website management and content
  - Management of bands and small businesses, charities, village groups and commercial vendors
  - Manage expenditure requests from Team Leaders
  - Licences and council liaison
  - Support Team Leaders in their roles and volunteers where needed.
  - Equipment supplies for venue (free kids stalls, arena games, entry gates, car park, seating areas, bands, any 'tents' run by the committee)
  - Venue overall responsibility and management
  - Will wear hi-viz jackets on the day and communicate via radios.
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### **Team Leaders**

#### **Team Leader Roles (General expectations)**

- Be available the whole day of the fete to assist with setup and tidy up, as well as the main role.
- Liaise with and co-ordinate a dedicated team of volunteers before and during the fete (we would expect you to meet with your team prior to the event)
- Ensure your team (including yourself) take necessary breaks
- Attend all planning and information meetings required where possible –See Dates for Your Diary below
- Be able to carry out the required tasks of the Team Leader role allocated – detailed below.
- Be responsible for a radio to communicate with the committee and other Team Leaders

#### **TL Free kids stalls (1 needed)**

- Co-ordinate and communicate with all allocated volunteers (allocated by the committee)
- Be on-site before the fete to ensure all stalls are ready for opening at 1pm
- Run the kids stalls (which will be pre-decided by the committee) alongside the volunteers
- Be available to all kids stalls throughout the event for assistance and support of volunteers where needed
- Ensure all kids stalls are packed away and rubbish associated with the free kid stalls are in black bags and piled at Gate 1 following the end of the fete.
- Inform the committee if prize stocks are running low on the day so they can assist in re-stocking. Prizes will be arranged and provided by the committee.
- Buckets will be provided to collect donated change if the children want to give this or if a small amount is requested to play the game, but no handling of money as such will be needed.

#### **TL Entry Points (1 needed)**

- Co-ordinate and communicate with all allocated volunteers (allocated by the committee)
- Ensure volunteers are to hand out programmes 1 per family,
- Be on-site before the fete to ensure all equipment and signs at entry points are set out ready for opening at 1pm
- Be available to volunteers in your area throughout the event for assistance and support of volunteers where needed
- Ensure all equipment is packed away and rubbish associated with the entrances and car parks are in black bags and piled at entry point 1 following the end of the fete.

#### **TL Bar tent (1 needed)**

- Co-ordinate and communicate with all allocated volunteers (allocated by the committee)

- Ensure volunteers are all able to use the SUMUP devices via their personal phones to take card payments as well as take cash payments.
- Ensure all volunteers are aware of what drinks will be served and how to serve them, prior to the day of the fete.
- Ensure volunteers read the alcohol licence and understand refusal of sale if they think needed.
- Be on-site before the fete to ensure all equipment and signs are set out ready for opening at 1pm
- Be available to volunteers in your area throughout the event for assistance and support of volunteers where needed
- Ensure all equipment is packed away and rubbish associated with the bar tent is in black bags and piled at Gate 1 following the end of the fete.
- Pre-prepare fruit needed for Pimms (these will be paid for and provided by the committee)
- Ensure any unused stock is collated on site, ready for return to seller.
- Ensure a copy of the alcohol licence is on site.
- Ensure prices are clearly displayed

#### **TL Inflatable (1 needed)**

- Co-ordinate and communicate with all allocated volunteers (allocated by the committee)
- Ensure volunteers are all able to use the SUMUP devices via their personal phones to take card payments ONLY (no cash payments for this to be taken).
- Be on-site before the fete to ensure all equipment and signs are set out ready for opening at 1pm
- Be available to volunteers in your area throughout the event for assistance and support of volunteers where needed
- Ensure all equipment is packed away and rubbish associated with the bar tent is in black bags and piled at entry point 1 following the end of the fete.
- Ensure prices and rules are clearly displayed

#### **TL Car Parks (2 needed)**

- Co-ordinate and communicate with all allocated volunteers (allocated by the committee)
- Be on-site before the Fete to ensure all pegs, ropes, equipment and signs are set out ready for opening at 1pm
- Be available to volunteers in your area throughout the event for assistance and support of volunteers where needed
- Ensure all equipment is packed away and rubbish associated with the gates and car parks are in black bags and piled at Gate 1 following the end of the fete

#### **TL Main arena games (1 needed)**

- Ensure all equipment and rules are prepared prior to the fete – the committee will provide these
- Liaise with compere regarding microphone for the arena.
- Co-ordinate calling up each category, judging and prize giving. Prizes will be arranged and provided by the committee.
- Be on-site 30 mins prior to the start of the games.

#### **TL Pooch Parade (1 needed)**

- Create 5 fun entry categories
- Share entry category information with committee so content can be added to the website.
- Liaise with compere regarding microphone for the arena.
- Co-ordinate calling up each category, judging and prize giving. Prizes will be arranged and provided by the committee.
- Be on-site 30 mins prior to the start of the parade.
- On the day, liaise with the appointed judge.

#### **Volunteer TL (1 needed)**

- Handle general enquiries and needs of all volunteers on the day of the fete.
- Ensure all volunteers are aware of their allocated roles and duties during the event.

- Welcome all volunteers onto the fete with a 'volunteer' badge and information on arrival and direct them to their area.
- Assist with covering TL or volunteer breaks around the fete.

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## **General Volunteers**

### **General Volunteers (50 Needed)**

- Liaise with given Team Leader in a timely fashion, ensuring instruction given by them is followed.
- Be confident going into your role on the day - put queries to your Team Leader if there are any gaps ahead of the fete
- Contact the committee if further support is needed.
- All those volunteering for the Fete Bar, Inflatable and Grand Prize Draw must be aware they will be expected to be willing and able to use the SumUp on their own personal mobile phones (the committee will provide details of how to obtain and operate these apps at the information/training meeting detailed below)
- Those at the fete entry points (Fete Welcoming Team) will be asked to hand out a programme to each family/grop, shake donation buckets and use a clicker to count the number of attendees (approximately)
- All volunteers will be given a 2-hour slot to cover on the 28<sup>th</sup> June 2025 (fete day). If you can do more than 2 hours, please indicate this on your application. We will ask you to register with the Volunteer table 10 minutes prior to the start of your 2-hour slot.
- Anyone doing more than 2.5 hours will be provided with some basic refreshments and a break in order to have these – your Team Leader will co-ordinate this.
- All volunteers will be expected to attend an introduction meeting with their Team Leader (date TBD) as well as a final information and training meeting on Wednesday 18<sup>th</sup> June.
- All volunteers will be invited to attend a feedback session on the Wednesday 16<sup>th</sup> July.
- A light breakfast will be provided to those offering to assist with the setup of the fete in the morning.

## **Dates For Your Diary**

- **Wednesday 9th April 7pm – Volunteer information evening, Ottershaw Village Hall – Runnymede Room.**
- **Wednesday 21<sup>st</sup> May 7pm - \*Team leader meeting – Ottershaw Location - TBC**
- **Team leaders to arrange an introductory meeting with their volunteers between now and the 18th June.**
- **Wednesday 18th June 7pm - Final All Volunteer Meeting, Ottershaw Village Hall**
- **Wednesday 16th July 7pm - Feedback session, Ottershaw Village Hall**