

# North Oxfordshire Branch Banbury Beer Festival 2014 Staffing form



Dear member,

We are looking for volunteers to help out at the 2014 Banbury Beer Festival. To make sure that the festival runs as well as possible we need a lot of assistance so please put your name down to come along and get involved.

Don't worry if you don't have much time to spare any hours you can put in will be greatly appreciated. **If you can only help for one session please consider the Friday evening session as this is usually the busiest time.**

I'm a paid up member of CAMRA and would like to work at the 2014 Banbury Beer Festival (Tick box)

Name(s).....

Address.....

Email.....

Preferred phone number contact.....

(Will only be used in event of query)

Preferred area of work.....(See notes below)

**Your personal details remain confidential at all times**

**Staff T Shirts:** T-shirts will once again be available for anyone who is working 2 or more full sessions. To be certain you get a t shirt please make sure that you let me know your required size by **10th April 14 at the latest. T Shirt size required S/M/L/XL/XXL (delete as required)**

**Time(s) available;**

**(d)-Volunteers required to pick up equipment for festival, times TBC but will be in the daytime.**

**(s)-Set Up (o)-Open (t)-Take down**

	s/o/t	Sessions	Tick if available	Comments (i.e. if you are only available during certain hours)
Tuesday 6th May	(s)	0930-1800		
Thursday 8th <sup>th</sup> May	(s)	0930-1600		
	(o)	1600-2315		
Friday 9 <sup>th</sup> May	(s)	0930-1200		
	(o)	1200-1600		
	(o)	1600-2000		
	(o)	2000-0015		
Saturday 10 <sup>th</sup> May	(s)	0900-1100		
	(o)	1100-1500		
	(o)	1500-1900		
	(o)	1900-2315		
Sunday 11 <sup>th</sup> May	(t)	1100-1330		

**Continued overleaf.....**

**Volunteers should be available at least 15 minutes before their 1st session for briefing purposes. You will usually be expected to work 2-3 hours at time then a break should be provided. On Tuesday an hours lunch break will be taken in a local pub. Hot food will be available on Thursday lunchtime at the TA Centre. Lunch will also be available after the take down on Sunday.**

**If you are attending any session where food is provided and are a vegetarian please make sure you let the staffing officer know so that an appropriate meal can be ordered for you.**

Staff will be allocated to tasks as required; unfortunately we cannot accommodate requests to work in one area only ie the bar. If you are unable to work in particular area (or do not wish to) please give details on the back of the form or in your e-mail.

**Staff incentives;** Staff will receive staff tokens for each hour worked (including set up/take down). Each token is worth ½ pint of beer. There will also be a staff party on Saturday night, time/beer permitting. On Sunday after take down we will go to a local pub (food provided) Again don't forget to inform the staffing officer if you are a vegetarian.

**Transport:** Whilst festival helpers will be expected to make their own transport arrangements to the festival, on the days the festival will be open we will provide return transportation (in the form of a taxi) to those volunteers who live between 0.5 and 20 miles from the festival site. The transportation will depart the site 30 minutes after the festival closes, with the exception of Saturday night when transport will depart 30 minutes after the festival closes **and also later** for those staying for the after festival party. Transportation will only be available to those who agree volunteer for a minimum number of hours (including breaks) as shown below.

<b>Date</b>	<b>Minimum hours of work required to be committed to qualify for transportation</b>	<b>Transportation departs</b>
Thursday 8th May	6 hours	23.30
Friday 9th May	10 hours	00.30
Saturday 10th May	10 hours	23.30 plus after post festival party

Please only use this service if you cannot reasonably get home by another means.

**Completed forms to be sent by 29<sup>th</sup> April at the latest via email to [staffing@banburybeerfest.org.uk](mailto:staffing@banburybeerfest.org.uk) email is preferred, if this is not available post to; Lynne Baldwin, 131 Coopers Gate, Banbury. OX16 2WD**

Staffing members will details of their times approx 2-5 days before the event. This will be sent via email, if provided, or otherwise by post.

**If you have not received your staffing details by 5<sup>th</sup> May please contact Lynne Baldwin on 01295 262937**

**(Please do not contact this number before then, any general queries via email please if possible)**

Lynne Baldwin  
BBF Staffing Officer