

North Oxfordshire Branch Banbury Beer and Cider Festival 2018 Staffing Form



Dear member,

We are looking for volunteers to help at the 2018 Banbury Beer and Cider Festival. To ensure 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.

Do not worry if you do not 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 am a paid up member of CAMRA and would like to work at the 2018 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 note 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 **18 APRIL 2018 at the latest. T Shirt size required S/M/L/XL/XXL (delete as required)**

Time(s) available: (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)
Monday 7 th May	(s)	0930-1800		
Thursday 10 th May	(s)	1000-1700		
	(o)	1700-2315		
Friday 11 th May	(s)	0930-1200		
	(o)	1200-1600		
	(o)	1600-2000		
	(o)	2000-2330		
Saturday 12 th May	(s)	0900-1100		
	(o)	1100-1500		
	(o)	1500-1900		
	(o)	1900-2330		
Sunday 13 th May	(t)	1000-1330		

Continued overleaf.....

Volunteers should be available at least 15 minutes before their 1st session for briefing purposes.
NOTE: All volunteers working on bars must have had a bar briefing and have read and signed the Bar Guidance and Authorisation To Serve Alcohol Sheet before starting work on any of the bars.

Breaks will be provided, and these will be organised by the relevant Manager to ensure coverage of areas at all times.

Hot food will be available on Monday lunchtime and sandwiches/snacks at Thursday lunchtime at the Army Reserve Centre. Lunch will also be available after the take down on Sunday.

If you are attending any session where food is provided and have specific dietary needs, 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 i.e., the bar. If you are unable to work in a 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).

There will be a staff party on Saturday night, time/beer permitting.

One meal token will be provided for those who work a session covering four or more continuous hours.

On Sunday after take-down, we will go to a local pub (food provided). Again, do not forget to inform the staffing officer if you are a vegetarian / vegan.

Helpers' Trip: A trip to present the Champion Beer of the Festival certificate to the winning brewery is organised after the festival and all festival volunteers are invited to join the trip.

Transport: Festival helpers will generally be expected to make their own transport arrangements to the festival, however it may be possible for return transportation to be provided (in the form of a taxi) if necessary and in situations where a volunteer may be vulnerable Please speak to the Staffing Officer or the Treasurer if you require this.

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

Completed staffing forms to be sent by 2th May at the latest via email to lynnebaldwin01@gmail.com

Email is preferred, if this is not available post to; Lynne Baldwin, 33 Elton Road, Banbury, OX16 9UB

Staffing members will receive 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 Sunday 6th May please contact Lynne Baldwin on 07790 118341**

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

Lynne Baldwin
BBCF Staffing Officer