

WAMED VOLUNTEER RESPONSIBILITIES

THANK YOU for being a WAMED Workshop Volunteer!

BEFORE THE WORKSHOP

We ask you to:

1. Arrive at least 15 minutes before the workshop time
2. Ensure the teacher arrives and is setting themselves up
3. Scan the venue for any hazards or safety concerns and either rectify these or make the participants and teacher aware.
4. Make yourself aware of the locations of the toilets, water fountains, complimentary tea and coffee station etc.
5. Make yourself aware of the evacuation routes and muster points of the venue in the case of an emergency.
6. Mark off all participants – anyone not on the list should be able to produce a PayPal receipt or a manual receipt from the Info Point – otherwise, call the InfoPoint team (numbers below).
7. If a walk-in participant arrives with cash, direct them to the InfoPoint. *IF* the participant has the correct cash, you can collect this and make a note for a receipt to be provided by the Info Point when you return.
8. Distribute any handouts from the teacher to participants if required.
9. Ask the teacher to make an announcement about filming at the beginning of the workshop.
10. The teachers have been informed that you are NOT there to assist with the music. If you feel like you would like to do that, please have that conversation with the teacher before the workshop starts.

DURING THE WORKSHOP

11. Ensure the teacher has access to water and remind the teacher to hydrate at suitable intervals as appropriate.
12. Be available to handle queries or run errands as required by the teacher.
13. In the case of an emergency – call 000 immediately.
14. In the case of any incident or emergency, contact the Festival Team on the phone tree below as soon as possible.
15. Feel free to participate in the workshop, but please remain vigilant if your assistance is needed.

AFTER THE WORKSHOP

16. Ensure the space is clean and any rubbish removed.
17. Pass this folder to the next workshop volunteer – or return it to the Info Point at the end of the day.
18. If you have taken any cash, please deliver this immediately to the InfoPoint.
19. Make a note of any notable events, payments, suggestions, compliments or complaints from participants and/or teachers or things that the WAMED Committee should be made aware of. This is really valuable and will help planning for future festivals. Thanks!
20. Encourage participants to use the feedback and suggestions box.

CONTACTS

Princess Fee on 0415 881 370 or Kerry on 0409 114 819.