

Role	Description
Marshals – Event Arena	Marshals to patrol event arena assisting the public, providing information and monitoring area for any potential security issues. Also monitoring of surrounding areas as crowds disperse after the event
Marshals - Traffic & Parking	Directing and monitoring traffic and parking at the site entrances and at Lingfield Primary School. Ensuring entrances are kept clear and directing traffic to public parking areas.
Marshals – Entrances & Exits	Monitor entrance and exit points to ensure only authorised entry only. Marshal emergency exits in the event of emergency evacuation.
Organisers Desk	Assist committee in running the Organisers desk which is the central point for dealing with enquiries, lost children, communication with security/committee and any emergency which may arise. Also assist with trader/staff/volunteer check-in, briefings, security pass issue, radio allocation etc. This role will require some advance training prior to the event
Litter Pickers	To patrol site and pick up litter from event arena. Remove full litter bags from arena and replace with fresh bag. Inspect area for dangerous objects or hazards and remove appropriately.
Site set up	Assist with marquee erection and site set up on Friday 13 th and the morning of Saturday 14 th July
Site take down	Assist with take down of structures and marquees and clearing of site. Sunday 15 th July.

Notes

- All volunteers should report to the Organisers Desk on arrival to be issued with a security pass and attend the site briefing. Please arrive 20 minutes before your shift starts.
- EVERYONE must attend the site briefing before starting their shift as it includes important information on site rules, layout and emergency procedures.
- All necessary equipment and protective clothing will be provided as appropriate to your role. Please return all equipment to the Organisers Desk after your shift.
- Volunteers will be provided with a T-Shirt which identifies them as Lingfest Crew. This should be worn whilst you are on duty and is yours to keep after the event.
- Drinking water will be available from the Organisers Tent.
- Licenced security staff will be on duty throughout the event and will be in radio contact if needed.
- If you have any questions about your role before the event, please contact Claire Thomas on 01342 833893
- If you have any questions on the day, please go to the Organisers Desk.