



# **HALIFAX CHARITY GALA**

## **Setup Volunteers (Saturday)**

### **Why we need you?**

Halifax Charity Gala depends on volunteers to finalise the setup of the gala field before the crowd descend on Manor Heath. This is an important part of any event and your support will help us to complete the setup efficiently and quickly.

### **What will you be doing?**

You may be asked to;

- Help set up site equipment
- Assist with the setting up of the car park, gates or procession holding area.
- Directing the public / Marshalling vehicles
- Administration duties

As every year is different your team leader may ask you to help with other tasks in addition to those listed above, however, these will be discussed with you to ensure that you happy with the tasks involved.

### **What skills do you need?**

- Good interpersonal and communication skills
- Enthusiasm and a proactive attitude
- Willingness to work as part of a team with a flexible approach
- This role may involve moving some heavy equipment (although it is not essential for all members of the set-up team to help with heavy lifting)

### **How much time do you need to commit?**

Setup volunteers on the day of the gala need to be available before the start of the event. This will mean an early start at 8am so we can be prepare for our charities arriving throughout the morning and ready for the public around noon. Ideally 4 hours 8-12 a briefing will be given at the start of the shift.

### **What support will you be given?**

A member of the team will contact you before the event to discuss any queries you have about the event and/or your role, and you will receive briefing notes before the event and a full briefing on the day. All volunteer teams have a designated team leader, who will guide and support you in your role on the day and answer any questions. We work as a supportive team and help each other with workloads.

### **What are the benefits?**

Satisfaction of knowing you are making a valuable contribution to a successful and high profile event supporting local good cause and providing the people of Halifax a great family day out.  
Enjoyment of meeting new people within your community and being a part of our team.  
Knowledge that you will have made a positive impact and improved our event  
The opportunity to develop various skills.  
Light refreshments will be provided.

### **How to sign up?**

Email [volunteering@halifaxgala.org.uk](mailto:volunteering@halifaxgala.org.uk), visit our website or call our Chairman on 07931923378

**Please Support The Halifax Charity Gala**  
Second Saturday in June, Manor Heath Park  
[www.halifaxgala.org.uk](http://www.halifaxgala.org.uk)