



Parkinson's Victoria Unity Walk 2010 Briefing Sheet for Volunteers

Event Date: August 29, 2010
Event Location: Federation Square, Volunteers should report to the registration tables located onsite.

Event Supervisor: Judith Mooney **Volunteer Coordinator:** Heather Good
Mobile:

Volunteering roles include: Event Ambassadors, Registration Support, Course Marshalling, and Merchandise Support

ROLE: Event Ambassador

Your role will include:

- assisting event staff with traffic management
- distributing show bags
- being a point of information for all participants

LOCATION:

You will be allocated to a position within Federation Square.

MEDICAL & SECURITY:

Medics and security staff will be placed strategically around the event, please familiarise yourself with their nearest location in relation to yourself.

STAFF COMMUNICATIONS:

Your supervisor & volunteer coordinator will be accessible to you during the event, please direct any communication through them.

GENERAL INFO:

Hours of work: 8.30am – 3.00pm
Sign in: Parkinson's Victoria Marquee
Briefing: 8.00, Parkinson's Victoria Marquee

When you sign in at staff registration you will be provided with your volunteer identification, event management contact list and be allocated a supervisor for your area.

You will also be provided with an Event Guide and be fully briefed on specific duties, including how to respond to any incidents by your supervisor on the day. If you need to move from your position, please notify your supervisor before doing so.



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Toilets are situated inside Federation Square and there are a limited number on the course - please make a note of the toilets nearby once you are in position.

On completion of your shift you will be required to return your volunteer vest and any other equipment that you have been issued.

If you have any questions please ask your Supervisor, and enjoy your day!