



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: Registration Support

Pre- registrations:

Participants who have registered prior to the day online.

On the day:

Participants who have not pre-registered and need to register on the day.

Your role will include:

- assisting the registration team with coordinating participants
- distributing t-shirts
- distributing show bags
- being a point of information for all participants

LOCATION:

You will be allocated to either the Pre-registration or On the Day Registration Marquee at 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 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: 8.00am, Registration Marquee



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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.