



FESTIVAL CONGRESS

2016 Association of International Festivals - Festival Congress: Volunteer Application

Thank you for your interest in volunteering at the 2016 Festival Congress. Volunteers are an essential part of our event, and the festival industry as a whole, and in return for your valuable time and enthusiasm, we hope to offer you an enjoyable and worthwhile experience.

The 2016 Festival Congress takes place **Tuesday 1st and Wednesday 2nd November**, at the Wales Millennium Centre (WMC), with an evening celebration on the Tuesday evening.

To apply to be part of the Festival Congress volunteer team, please fill out the application form below and return to Poppy Sturgess on poppysturgess1@gmail.com by **Tuesday 11th October**. Applications will be processed on receipt, and we will be in touch to confirm your participation the following week.

CONTACT DETAILS

Name: [Click here to enter text.](#)
Email Address: [Click here to enter text.](#)
Home Address: [Click here to enter text.](#) [Click here to enter text.](#)
Telephone Number: [Click here to enter text.](#)
Date of Birth: [Click here to enter text.](#)

VOLUNTEER ROLE

Please read through the role profiles on the Festival Congress information sheet, and indicate any particular preference(s) you may have: (We will try to ensure volunteers have the chance to experience a variety of roles over the course of the event, but cannot guarantee your preference will be met.)

EXPERIENCE

Please detail any relevant experience you have. This is your opportunity to tell us about yourself:

Have you previously worked or volunteered at any festivals, venues or events? If so, please state which, and what roles have you under-taken.

Are you a Welsh-speaker? If so, what level?

AVAILABILITY

Please indicate the time periods you are available to work. Please note, times may vary slightly, and we will advise you as to your allocated shifts two weeks before the event. Should your availability change at any point, please email poppysturgess1@gmail.com to let us know:

DATE	TIME	AVAILABILITY
Monday 31 Oct	Daytime (event set up, preparation)	
Tuesday 1 Nov	Morning (set-up, welcome, event)	
Tuesday 1 Nov	Afternoon (event)	
Tuesday 1 Nov	Afternoon (set-up at DEPOT Cardiff)	
Tuesday 1 Nov	Evening (celebration at DEPOT Cardiff)	
Wednesday 2 Nov	Morning (set-up, welcome, event)	
Wednesday 2 Nov	Afternoon (event, pack up)	

VOLUNTEER BRIEFING

We ask that volunteers attend the main briefing session at the WMC on Monday 31st October, in the morning (exact time TBC). T-shirts, passes and additional information will be distributed at these briefings. If you are unable to attend the main briefing session, please let us know, and we may be able to schedule a second time.

ADDITIONAL INFORMATION

Do you have any medical conditions, allergies or access requirements which we need to be aware of?

VOLUNTEER BENEFITS:

In reward for your time, Festival Congress Volunteers will be able to attend conference sessions, when not working, and you will also be given the opportunity to attend a Student Session on Wednesday afternoon (if not on shift), which will be followed by networking drinks. A small travel allowance is also available, along with an event t-shirt.

VOLUNTEER RESPONSIBILITIES:

We value your involvement, and want you to enjoy your experience at the Festival Congress. Working at the event, you are representing the AIF and our partners, and as such we ask you to agree to the following:

- ❖ You must be at least 16 years old on 31st October 2016 (18 if working at the evening celebration)
- ❖ You must work all the shifts you are assigned (Shifts will be 6-8hrs each)
- ❖ We ask that you turn up on time for each shift, and not leave before the end of the shift
- ❖ You will be issued with an event pass and volunteer t-shirt. You must wear your pass at all times, and your t-shirt when working.
- ❖ We request that you attend a Volunteers Briefing on Monday 31st October (time TBC).
- ❖ We are unlikely to be able to make changes to the shift rota in order to allow you to attend a particular session. If you find another volunteer to swap with you, please then request a change from the Volunteer Co-ordinator.
- ❖ If you are no longer able to volunteer, we ask that you give us as much notice as possible.

Declaration:

I have read, and I accept the Volunteers Rewards and Responsibilities information above. I understand that I am requested to fulfil duties assigned to me to the best of my ability, and that I have the full support of AIF and The Festival Congress team to do so.

Name: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Thank you for completing the application form, and your interest in the 2016 Festival Congress.

We will contact our volunteers with further details in due course, but please do not hesitate to contact the Event Producer, Fionna Allan on 07981 366356, or fionna.allan@gmail.com, or Event Assistant, Poppy Sturgess on 07503 158667, or poppysturgess1@gmail.com should you have any further queries.

The Festival Congress is supported by the Major Events Unit of Welsh Government alongside various industry supporters and commercial partners.

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