

RUN UP TO THE FESTIVAL

TASK	Number of people needed
Putting up posters in Burley and surrounding areas –from late July	6
Take posters to shops etc and put up on appropriate sites in Ilkley , Menston, Guiseley, and Otley .	6
Putting up bunting- week prior to the Festival	4
Handing out fliers – in the two weeks before the Festival begins	6
Family Concert Sunday 23rd July	
Take money on the door	2

FESTIVAL WEEK – August 18th – August 27th

ROUNDHOUSE - to be on duty in the Roundhouse for 2 hour slots between 10am and 4pm

The Roundhouse is the base for the festival throughout the week providing information on events, selling Treasure Hunt, Yorkshire Quiz and Scarecrow forms, responding to queries and serving teas and coffees. Volunteers will need to be familiar with the Festival programme and it is helpful if you have a mobile phone. – but not essential. Ticket sales will also take place from the Roundhouse but this task will not normally require volunteers. The days will be divided into 3 slots:

	Times	Numbers needed
Saturday 18th	10am -12pm	2 1 Filled
	12pm -2pm	2
	2pm -4pm	2
Sunday 19th	10 - 12	2 1 Filled
	12 - 2	2
	2 - 4	2
Monday 20th	10 - 12	2 1 Filled
	12 - 2	2
	2 - 4	2

Tuesday 21st	10 - 12	2. 1 Filled
	12 - 2	2
	2 - 4	2
Wednesday 22rd	10 - 12	2
	12 - 2	2
	2 - 4	2
Thursday 23rd	10 - 12	2
	12 - 2	2
	2 - 4	2 Filled
Friday 24th	10-12	2 1 Filled
	12 - 2	2
	2 - 4	2
Saturday 25th	10 - 12	2 1 Filled
	12 - 2	2
	2 - 4	2

SATURDAY 18th

Zumba Outdoors

Support setting up and taking bookings – 9.30 – 10.45 2

Dog Show – 10.00 – 3.pm

Tasks and time slots to be agreed with event organiser 6

Great Burley Bake Off 1.30 -3.30pm

General support to the event: 2 1 Filled

Help with Teas in Salem

2

Music in the Park

Bring gazebos and chairs from store and set up – 30-45 minutes -**12noon** 6

Dismantle gazebos and clear up chairs at pm for approx 45 minutes 6

Preparing and serving refreshments to the Band - 2.30 – 3.30 2

1

Wharfedale Chamber Ensemble

Front of house 1 Filled

Support in the setting up time 6.00-7.30 pm 1 Filled

Taking tickets on the door 7.00 -7.45pm 2 Filled

Serving interval refreshments 8.00 - 8.45pm (approx)	3
Clearing up at end of concert	2

Festival Party Night

On the door	2
Other support	2

SUNDAY AUGUST 19th

Classic Vehicles Show

Organiser for the bucket collections	1
Bucket shaking – 1 hour slots between 11am and 4pm	12

Healthy Living 11am – 3.30pm

General support during setting up and through the day	
10am – 11.30	1
11.30 – 1pm	1
1pm – 2.30pm	1
2.30pm – 4pm	1

Donkey Rides

To check intermittently - 11-00 – 1pm	1
1pm – 3pm	1
3pm – 4pm	1

Obstacle Course

Help in setting up 8am – 10 am	3
Support during event	
11am -12.30pm	1
12.30 – 2.30	1
Clearing up 2.30pm – 4pm	3

Burley Ukulele Jammers

11am – 11.45 Set up gazebo at 11am and put out chairs	6
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Silsden Town Band

Take down gazebo and put chairs away from 4.30 – 5.15pm –	6
Prepare and serve refreshments for band from the Roundhouse 2pm – 4pm	2

MONDAY 20th

Zumba Gold

On the door and stay for event 9am – 1030 am 1

Play in the Park

Erect and dismantle gazebos (9.00pm for max 30 mins and clear away at 12pm) 4

Key facilitators 2

Put out and clear away equipment, support activities 4

Djembe Drumming

Registration and stay at event 9.00am – 10.30am 1 Filled

Registration and stay at event 10.15am – 11.45am 1 Filled

Introduction to Canine First Aid

6.30 – 7.15 General support and ticket sales.

Refreshments in interval

TUESDAY 21st

Spider Mountain, Terminator Torment and Bungee Trampoline

11.00 -12pm Support in set up time 1

Ticket sales and dealing with queries 1

11.45-1pm 2

1pm - 2pm 2

2pm - 3pm 2

3pm - 4pm

Japanese Culture and Calligraphy

On the door and refreshments 6.45pm – 8.30pm 1

WEDNESDAY 22nd August

Lego Workshops

Morning

Support in set up time: 8.30am – 9.30am 1

On the door and stay for event 9.15 – 12noon 2

Afternoon

On the door and stay for session 12.30 – 3.30pm 2

Help with clearing up at the end 2

Play in the Park – 10am – 12noon

Erect and dismantle gazebos 9.30 (30 mins max) and 12pm (30 mins max)	4
Key facilitators 9.45 – 12.15	2
To put out and clear away equipment, lead games.	4

Researching Your Family Tree 2pm – 4pm

Refreshments	2
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Burley's Contribution to World War

On the door: 7pm – 7.45pm	1
Refreshments	2

THURSDAY AUGUST 23rd**Singing, Dance and Gymnastics****On the door and staying for session**

9am – 10.30	1
10.30am – 11.45am	1
11.45 – 1pm	1

Drama Workshops**On the door and staying for the session**

1.30pm – 3pm	1
3pm -4.45pm	1

Ladies Please Choir Sings for Tereli

On the door 7.0 pm -8pm	2
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Live Music from the Con-Men and Festival Night

On the door	1
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FRIDAY 24th**Play in the park 10am to 12noon**

Erect and dismantle gazebos at 9.30 (30 mins max) and 12pm (30 mins)	4
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Lead facilitators 9.30 -12.15	2	1 Filled
To put out and clear away equipment and support activities/lead games	4	

A Year in the Life of as Swift.

On the door and general support 9.30 – 12pm	1	
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Talking Heads : Spotty Socks Theatre Company

5.pm – 7pm General support in set up time	1	
7 pm onwards - Front of house	1	
On the door 7.30pm – 8pm	1	Filled
Refreshments	2	

SATURDAY 25th

Skateboarding and Scooter Lessons

9.30 -11am Registration and any general support	1	
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11am -12.30pm Registration and general support	1	
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1pm -2.30pm Registration and any general support	1	
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Family Sports 10.30am – 12.30pm

General support in setting up, clearing up etc		
9.30 – 11am	3	
11am – 1pm	3	

Opera Gala

Available in setting up time 5.00pm-7.30	2	1 Filled
On the door	2	1 Filled
Serve refreshments	3	

SUNDAY 26th

See Things Differently – Photo Walk

9.30am- Meet leader, check bookings	1	
10am – 12noon Accompany walk in case of queries etc	1	

OTHER IMPORTANT TASKS

Taking photos of events and uploading to website **Several people needed to cover the week**
 Commitment to take photos of one or more named events and to pass photos forward to the website. A few events are already covered but very many are not

First Aiders: certificated first aiders are needed for a number of events. If you can volunteer for these duties this would be very much appreciated

Other tasks that arise and general problem solving.

It is good to know of people who can be called on at short notice to help out when unexpected things arise. Please indicate the day(s) when you could be contacted.