



Volunteers / Bar Staff

Application Form

LodeStar Leisure Ltd
The Guildhall Lode
Cambridge CB25 9EW
+44 1223 813 318
info@lodestarfestival.com
Co. 5580575. Vat. GB 874 0995 81

LodeStar use only.

Date Rcv'd / /

Req: Bar / Stwd

App_acptd N / Y

Recorded ()

Confirmed N / Y

Attended N / Y

LodeStar doesn't believe in requesting deposits so please only apply if you want to attend and wish to help our community supportive event.

Please:

1. Read the 'Important Information' part of this application
2. Delete or cross out where needed to show correct reply, such as "No" or "Yes" below
3. Ensure your information is readable especially email address
4. Keep your available dates in a diary or phone as a reminder
5. Complete this application and email to events@lodestarfestival.com or post (address above) if possible please include an approximate passport sized photo
6. Return as soon as possible, we can't guarantee to process your application if sent two weeks before the festival so send now to avoid missing out
7. All information is kept strictly confidential

Contact Details

Your Full Name:

Email Address:

Telephone:

Mobile:

Full postal address:

House Number:

Street:

Village / Town:

County:

Postcode:

Emergency contact: This must be completed

Full Name:

Telephone

Mobile

This emergency contact's relationship to you:

Your age at the time of the festival:

1. *minimum ages are 16yrs old and 18yrs for bar staff.*
2. *If you are under 18yrs old please include an authorisation letter from your parent/guardian.*

Position you are applying for:

Volunteer Steward / Bar Staff / Either

- Bar Staff have longer hours than stewards and limited in available positions. If you wish to apply as bar staff but definitely want to ensure being at LodeStar then indicate by leaving 'Either' above.

Accommodation / Presence at the festival

When off duty do you plan to camp or leave the festival site for other accommodation / go home?

I am Camping / I will be going off Site

*Please always remember to inform HQ and your supervisor that you are going off site even for a short period.

Dates

Festival dates shown on the website are performance days, we ask if you could attend at least two days before. This will help you to be orientated to the site, informed and instructed on site safety and your role.

Your expected arrival date and time is:

Day

a.m.

p.m.

Your expected departure date and time is:

Day

a.m.

p.m.

Are you volunteering with someone else? We will try to give you the same shift. If you wish this please give their name here: **Name of shift partner (if possible with allocation) is:**

Shifts

You will be allocated shifts from the day of your arrival as need fluctuates due to operational circumstances at the time. We do our best to rotate and plan to ensure fairness regarding repeating times of day.

NOT obligatory to complete: Some people have preferences for time of day, "I'm an early bird" etc. If so please indicate here:

I prefer early mornings / I prefer late nights

Areas of interest:

Please indicate here what you would ideally like to be involved with at the festival.

Parking – General Stewarding – Ticketing / FoH – Information – Control / HQ – Production – Site / Camp – Bar

Could you help before the festival? Delete as necessary:

Promotion team, supporting marketing, social media, street and event teams: **No thanks / Yes I will**

Dates I am available: **From** / / **To** / /

Production and Build team, creating artwork, décor and signage around site: **No thanks / Yes I will**

Dates I am available: **From** / / **To** / /

Skills:

Whilst it is useful to know of any skill or expertise you may have it does not exclude you from any activity you feel you might have the ability to try or do that interests you.

If you wish please state skills or profession here:

Please delete below as appropriate

Cash handling experience? **No / Yes**

First Aid Certificate? **No / Yes**

Disclosure and Barring Service Certificate (DBS previously CRB) **No / Yes**

Do you wish to notify us of any:

1. Criminal convictions
2. Allergies or medical problems
3. Other information you may feel relevant

By signing below (if sending by email typing your name is accepted) you agree to have read and understood the information given in the application and replied to the best of your knowledge.

Signature:

Date:

As a reminder Please post or email completed form and passport style photo to;

Post - Volunteer Applications Team, LodeStar Festival, The Guildhall, Lode, Cambridge, CB25 9EW.

Email - events@lodestarfestival.com

Please print and keep the following pages.

We do not need these to be returned so there is no need to print a copy and feel free to delete if sending by email.

Volunteer Important Information

****If due to future circumstances you are unable to attend please let us know immediately. Thank you**
Phone 01223 813 318 or email events@lodestarfestival.com

We wish to thank you for your time and willingness to be a volunteer at the LodeStar Festival. Many volunteers return as they find it is fun to be part of the team at LodeStar and make a connection with others and the festival's ethos. We find it is a happy and memorable time for volunteers and hope you will and wish to return also.

To show our gratitude to you in volunteering you will receive:

FREE entry to LodeStar and a meal and drink at the end of shifts (a supervisor will issue you with a voucher). Satisfying tasks, your help also supports the presence of the charities attending LodeStar! We try to buddy up friends so let us know and for anyone by themselves with experienced stewards

Tell your friends of LodeStar, would they like to volunteer or buy tickets?

Inform all you know of our Facebook page! <http://facebook.com/lodestarfestival>

Do request to join the closed Facebook group open for all volunteers at <https://www.facebook.com/groups/LodeStarStars>

Ideally about you:

- Able to work as part of a team.
- Good at communicating with a range of people.
- Able to keep calm and give clear information.

Great add if you have (but not essential):

- Knowledge of stewarding at gigs and events.
- Relevant qualifications such as National Centre For Excellence (NCFE) Stewards Training, current SIA or DBS (CRB) clearance.

On Arrival

- Please tell security /car park attendants you are a volunteer, they will then direct you to Head Quarters (HQ).
- HQ staff will introduce your volunteer coordinator who will sign you in and brief you on the volunteer shift pattern, health and safety aspects and general instruction along with camping areas for you to settle in and setup your tent or campervan if applicable.
- Your volunteer coordinator will provide you with an ID tag & Hi-vis jacket

Accommodation

Volunteers may camp in the designated volunteer camp or the public camping areas.

If you are returning home or to other accommodation off site please ensure you have shown this on the application and at the festival you inform your supervisor and HQ staff if you are going off site at any given time so we are aware.

Volunteer alternating shift times

Shifts are usually in four hour blocks starting 07:00 and finishing 03:00. Your four hours will be at different starting times the following days..

Preparing for your Shift

- Please ensure you have read & understood the Stewards Manual provided to you (this will be emailed to you prior to the festival)
- If you are going to be **late, unable to do your shift or want to swap, it is essential you contact us or your supervisor and HQ staff in advance.**
- We recommend you set an alarm on your phone or watch as a reminder at a time to ensure you are ready for your shift start time
- Please ensure you are not under the influence of **alcohol** etc. well before your shift period.

Main Responsibilities

- Sign in/out at the start and end of each shift
- Represent LodeStar in the best possible way at all times, a smile goes a long way! :-)
- Be polite, helpful and presentable at all times
- All **on duty volunteers** to wear supplied **Hi-visibility jackets** at all times for recognition by security and festival-goers
- Look after by observing the general welfare of the people at LodeStar
- Be the 'eyes and ears' of LodeStar and report occurrences applicable and appropriate to your role as a volunteer
- Radio / inform security if a child appears upset or alone and possibly lost
- Help people in difficulty
- Give directions to festival-goers
- Keep the site green and clean

Many thanks for offering to help, it is greatly appreciated and recognised in supporting an independent festival.

Warm regards

Doug

LodeStar Festival Director