



LodeStar Leisure Ltd

Volunteer / Staff Application

<u>LodeStar use only</u>	
Date received.....	
App accepted	Y / N
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Reply email sent	<input type="checkbox"/>
Manual sent	<input type="checkbox"/>
Attended	Y / N

Please TICK which position you are applying for

Volunteer

Paid bar staff

Either

You don't pay a deposit so please only apply if you have every intention of attending, not doing so has a significant impact on other volunteer's tasks and the festival.

1. Print in full capitals if necessary to be readable especially your email address
2. Put LodeStar's dates in your phone calendar to remind you beforehand
3. All your information is kept strictly confidential.

Your Contact Details

Full Name:

Email Address:

Telephone:

Mobile:

Full Postal address including postcode:

Date of Birth:

Your age at the time of the festival:

Minimum ages are 16yrs old / 18yrs for bar staff.

Under 18's please include an authorisation letter from your parent or guardian.

Emergency Contact Name

Name:

Telephone

Mobile:

Relationship to you:

Attendance at the festival - Please tick to show sleeping arrangements when off duty

Camp at LodeStar

Leave the festival site for other accommodation

Always inform HQ and your supervisor that you are going off site even for a short period.



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Your availability and arrival dates

Festival dates shown on the website <https://lodestarfestival.com>

Please try to arrive 1 or 2 days before the festival for training, site orientation and meeting new friends.

Your arrival date and time:

Your departure date and time:

Are you coming with a friend or partner to allocate shifts with?

Please allocate me with - Volunteer Name:

Shifts

Are pre-allocated and rotated for fairness but some can change on the day due to operational needs.

You prefer (please circle) **1 early mornings** **2 late nights** **3 don't mind**

Areas of interest

You would like to be involved with mostly (please circle)

Ticketing and Front of House

Control and HQ

Production and Artist Liaison

General Stewarding

Parking

Site and Public Camp

Pre-Festival volunteering please fill dates if you can

Promotion Ambassadors

Supporting marketing, social media, street and event teams

Dates available:

Production and Build team

Creating artwork, decor and signage around site:

Dates available:

Skills and Interests

This helps us to provide you with tasks you enjoy, it does not exclude you from trying any activity that interests you.

Please state skills or profession here:



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Please tick below to indicate any experience or standards held in:

I have volunteered at other festivals

Cash handling

First Aid Certificate

Fire Marshall trained

Disclosure and Barring Service Certificate (DBS)

National Centre For Excellence (NCFE) Steward

Security Industry Authority (SIA) Licence holder

Do you wish to notify us of any:

Criminal convictions

Allergies or medical problems

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.

Your Signature:

Dated:

Please send your completed form and passport style photo to:

By Post - LodeStar Volunteers, Harvey House, Lode, Cambridge, CB25 9HB.

Print and complete pages 1 - 3

By Email - volunteer@lodestarfestival.com



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The following pages are for you to keep, we do not need these printed or returned.

If you are unable to attend the festival please let us know immediately.

01223 813 318 or email volunteer@lodestarfestival.com

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 are sure you will have a happy and memorable time here and hope you return.

Our gratitude to volunteers

FREE entry to LodeStar and a meal and drink at the end of shifts

Volunteering helps us support the charities attending and maximise their income.

Social Media

Please encourage your friends and family to follow LodeStar, ask if any would like to volunteer or buy tickets?

Please LIKE / FOLLOW

Facebook

<https://facebook.com/lodestarfestival>

Twitter

<https://twitter.com/lodestarfest>

Instagram

<https://www.instagram.com/lodestarfestival>

Facebook closed group

<https://www.facebook.com/groups/LodeStarStars>

Request to join and keep up to date and chat with other volunteers.

Your Personality

If you feel your personality doesn't fit below qualities don't be concerned as we will only ask of you what you are comfortable and happy to do. We find many volunteers quickly leave their comfort zone and enjoy the time with new friends made and skills learned.

Consider being able to work as part of a team, good at communicating with a range of people, able to keep calm and give clear information.

Arrival at LodeStar

1. Bring our email with you
2. Inform Security you are a volunteer and they will direct you to HQ.
3. Collect your ID tag (inform HQ immediately if you lose your ID), Hi-Vis jacket and appropriate personal protection equipment (PPE)
4. Check your shift patterns, Volunteers handbook with health and safety aspects
5. Training given for radio use, the emergency procedures, festival site locations including volunteer camping area to set up your tent or camper-van.

Volunteers only Camping Area

Always let your supervisor know you are leaving the festival site and when you return!



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Shift times

Shifts are usually rotated and in four hour blocks with Night shift 30 minutes shorter.

07:00 - 11:00	Early
11:00 - 15:00	Mid
15:00 - 19:00	Late
19:00 - 23:00	Evening
23:00 - 02:30	Night

Preparation

Please read & understand the **Stewards Manual** emailed and provided at HQ

If late, unable to do your shift, it is essential to inform your supervisor ASAP.

Swapping shifts with other volunteers must be agreed with your supervisor

Start of Shift:

Use your phone alarm, allow time to check in with your supervisor before your shift starts.

Alcohol consumption if applicable

Only consume alcohol when off duty and allow of time to be clear of alcohol influence before your next shift. If your supervisor feels you are under the influence of alcohol or drugs you may be asked to leave the festival.

Your Main Responsibilities - Please Remember Them

Sign in at the start of your shift and sign out at the end with your supervisor.

Represent LodeStar in the best possible way at all times, a smile goes a long way :-)

Please always be polite, helpful and presentable.

Wear Hi-vis jackets and ID tags when on duty for security and festival-goers knowledge

Observe your surroundings, anything that may be dangerous, general welfare of the festival-goers, their demeanour or actions.

RADIO USE - You are the 'eyes and ears' of LodeStar

Radio any occurrences applicable and appropriate to your role as a volunteer

Do not engage with anyone being aggressive, badly behaved or likely to cause offence to others - radio security with your location and description of person or incident

Any child that appears to be alone or upset, possibly lost please radio in, try to give comforting words, do not touch them unless they are in harms way, try not to be alone with them.

Help people in difficulty, provide information or directions requested or if you are unsure radio HQ

Please help to keep the site green and clean as it reduces litter. People are less likely to be the first to drop rubbish.

Many thanks for offering to help, your support will be greatly appreciated and I wish you a great time at LodeStar, a community spirited and independent festival.

Warm regards

LodeStar Festival - Founder and Director