**VOLUNTEERS NEEDED - THINGS TO DO – HUGE 2017**

We need volunteers to do a whole host of tasks on Friday, Saturday and Sunday to make HUGE 2017 a huge success. The more the merrier and don’t worry if you haven’t been involved before it’s always great fun. If you want to do something in particular or can only do certain times please say but if you are happy to do any of the jobs anytime we’ll just allocate them. Where a job is already allocated I’ve indicated.

**FRIDAY**

1. From 3.00 p.m. - collect keys for School Rooms – Tony Lever
2. Take delivery of beer from Wishbone (time to be arranged with driver) – Dermot
3. Set up team – 6.00 – 8.00 p.m. approx 10 people to set up (putting out chairs, putting up decs, setting up bar, putting up signage in venue, put up HUGE banner over stage etc, put music stands and chairs on stage ready for Saturday, check toilets have towels/soap, set up merch stall etc)
4. Bar shopping – John and Alison
5. Bar, door and steward rotas etc – Sue Hall

**SATURDAY**

1. Outdoor Signage - Putting signs up on nearby streets to direct people to School Rooms- from 9.00 a.m. – signs will need to be collected from School Rooms on Friday. Signs need to be taken down again at the end of Saturday.
2. Welcome team at School Rooms - from 10.00 a.m. –– final set up for bar, merch stall, tombola etc
3. Put up banner outside School Rooms
4. Manage rotas for bar etc – Sue Hall
5. Treasurer/Allocate cash floats – Susan Holmes
6. Doors Open 11.00 a.m. Stewards at opening – directing people to door to pay and to merchandise stand etc
7. Door stewards (taking money/selling songbooks)
8. Bar - from 11.00 a.m. – please note bar duty includes washing up as you go
9. BEGINNER BUDDIES!! – we’re not doing a beginners workshop but we will have some Beginners Workshop books with us and there may be people who need a hand to get started. If you’d be happy to show someone a few chords and help them get involved that would be great – won’t be formal or for all afternoon.
10. Tidy up team – bin bag duty during day to tidy up as we go and checking toilets through the day to make sue they’ve got towels etc
11. Liaise with sound engineer from Jam on Top (Kurt) re set up and sound check and checking groups are set up with mics etc during afternoon. Kurt will be there from 11.00 a.m.
12. Nominated Health and Safety/Risk Assessment
13. First Aid – Helen Gunton
14. 11.30 – 12.45 – session in Black Bull – led by Alan Weight, Chris Graystock and Dave Barwick.
15. Compere – Tony Lever
16. Floor Managers x 2 – getting people to stage and ready to go when it’s their set and getting them off again at the end. Organising stage/chairs/music stands
17. Leading songs between sets – Bruce and Steve
18. Flash Mob – 12.00 – led by Pam Johnson
19. Merchandise Stall – Gina (my friend from Newcastle is helping out again) plus others on rota.
20. Selling Raffle tickets
21. Tombola stall
22. Sign up sheet – throughout the afternoon getting people to sign in and give their email addresses. This is so we’ve some idea of who came from where and we’ll have a contact list for the future.
23. Filming and photography??
24. Liaise with Cobbles and Clay on Saturday afternoon about numbers likely to be eating there in the evening (see below).
25. School rooms take down team from 5.30 – 7.00 p.m.– stack chairs, clear bar, remove decorations, take down banners, clean and tidy hall, take away any decorations etc .

**SUNDAY**

1. Set up and take down team for train – meet the train at Oxenhope and set up before it gets to Haworth. Some people to stay on the train to Oxenhope at the end of the journey to clear down train. I will probably be on the train along with Dermot and a couple of friends but more help would be good.
2. Sell songbooks on train (no specific train songbook this year)
3. Stewards for Haworth Station – to liaise with KWVR staff an gather people together to get in our carriage at Haworth (usually the end carriage but stewards need a mobile phone so we can call and tell them which carriage.
4. Lead jam session in the pub garden (if the weather is fine probably the Old Hall again – I will be checking with Chap ‘n’ Barrel whether we can go there)

**SATURDAY - COBBLES AND CLAY**

Cobbles and Clay will be putting on a limited menu (2 hot dishes including one veggie) on Saturday teatime (between 5.30 and 7.30) for those who have been helping and won’t have time to eat elsewhere.