

VOLUNTEERS NEEDED - THINGS TO DO – HUGE 2018

We need volunteers to do a whole host of tasks to do in advance and on the Friday and Saturday to make HUGE 2018 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. We set up a rota so that if you volunteer to staff the bar or be on the door or merch stall you are not there for a long time or on your own. We particularly need some non-HUG people/or non-players to staff bar and door when we are on stage. Where a job is already allocated I've indicated.

IN ADVANCE

1. Bar Shopping - Alison and John Phillips
2. Rotas - stewards, door stewards, bar rota, merch stall rota etc - Sue Hall
3. Print tickets for Chris McShane event - Cath
4. Selling tickets for the Saturday evening event - Chris MCS Shane at Cobbles and Clay Cafe - ALL OF US!!
5. Set up and run the raffle - prizes so far 2 ukuleles (kindly donated by Susan Holmes), a Lemon Tree Cafe Voucher and a bottle of Captain Morgan rum. Maximum number of prizes 6.
6. Songbook and printing - Dave Barwick and Alan Weight
7. Liaising with other groups - Julie Lever
8. Programme and timetable/printing etc - Pam
9. Temporary Event Notice Application - Pam
10. liaison with Jam On Top (Sound) - Pam
11. liaison with Chris McShane - Pam
12. Facebook and website - Pam and Dermot
13. Liaise with Wishbone Brewery - Pam and Dermot
14. Liaise with Cobbles and Clay re Saturday night event - Pam and Susan Holmes
15. Order decorations - Pam and Susan
16. Prepare 'Name the Ship's Cat' game - Pam and Susan
17. Prepare and print beginners info
18. Supply 'pirate photo stand' - Paul Elcock
19. Make HUG tie on 'bands' to identify HUG members - Julie Lever
20. Pirate bunting - Sophie
21. Public Liability Insurance - Pam
22. Book venue and liaison with School Rooms trustees - Julie and Tony Lever
23. Order merchandise - wristbands, badges and stickers - Pam
24. Artwork - Thanks to Annie Paton for the fantastic HUGE 2018 artwork
25. Be responsible for 'props' for It's All Part of Being a Pirate.

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 15 people needed to set up (putting out chairs, putting up decs, putting up signage in venue, put up HUGE banner over stage etc, put music stands (with HUGE pics on) and chairs on stage ready for Saturday, check toilets have towels/soap, set up merch stall, bottle stall and photo booth etc)
4. manage set up of bar / refreshments - Alison and John Phillips
5. Pizza/food order for Friday night
6. Set up raffle

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/flag outside School Rooms
4. Manage rotas for bar etc – Sue Hall
5. Buy sandwiches/snacks for HUG people on duty and not able to get out for lunch (trip to Co-op or Morrisons needed)
6. Be responsible for spare ukes for beginners and beginners info/co-ordinate beginner buddies
7. 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.
8. Running the raffle and people needed to sell raffle tickets
9. Treasurer/Allocate cash floats – Susan Holmes
10. Doors Open 11.00 a.m. Stewards at opening – directing people to door to pay and to merchandise stand etc
11. Door stewards (taking money/selling songbooks/giving people wristbands)
12. Staff the Bar - from 11.00 a.m. – please note bar duty includes washing up as you go but we'll be using plastic glasses which we hope people will re-use.
13. Oversee use of photo booth/cut out (rota needed)
14. Tidy up team – bin bag duty during day to tidy up as we go and checking toilets through the day to make sure they've got towels etc
15. Liaise with sound engineer from Jam on Top re set up and sound check and checking groups are set up with mics etc during afternoon - from 11.00 a.m
16. Nominated Health and Safety/Risk Assessment - Julie and Tony Lever
17. Compere – Tony Lever
18. 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
19. Leading songs between sets - Keef Jackman, Cath Harney (need a few more)
20. Flash Mob – 12.00 – led by Pam Johnson
Volunteers needed to stay at the school rooms during flash mob
Volunteer needed to take charge of collecting bucket while we are playing
21. Merchandise Stall – Gina (my friend from Newcastle is helping out again) plus others on rota.
22. Bottle stall - Julie Wilson
23. Take Down Team - 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. Need a team of 8-10 to do this. Hot food will be provided at Cobbles and Clay for the take down team as they may not have time to go elsewhere - vouchers provided.

SATURDAY EVENING - COBBLES AND CLAY

1. Meet and greet and check tickets
2. Collect vouchers and make sure take down team get food
3. Liaise with Cobbles and Clay re set up for Chris