



## Festivities Volunteer Application Form 2020

### Contact Information

<b>Full Name:</b>	Click here to enter text.
<b>D.O.B/Age:</b>	Click here to enter text.
<b>Address:</b>	Click here to enter text.
<b>Telephone Number:</b>	Click here to enter text.
<b>Email:</b>	Click here to enter text.

### Volunteering Information – Availability

Please tick your availability throughout the Festivities time period:

Festivities Date 2020	Morning	Afternoon	Evening
Friday 12 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday 13 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday 14 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday 15 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday 16 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday 17 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday 18 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday 19 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday 20 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday 21 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for completing this form. Please **SAVE** your completed form and return to the Festivities Administrator by email at: [info@portsmouthfestivities.co.uk](mailto:info@portsmouthfestivities.co.uk), or alternatively post to: Volunteers, Portsmouth Festivities, 10 High Street, Old Portsmouth, PO1 2LP

**Please tick your particular areas of interest:** All of the below   
Classical music/services  Drama and Theatre  Dance  Film   
Visual Art  Outdoor Events (e.g. carnivals)  Literature and Talks

*Please note we will try to accommodate your interests, but cannot guarantee this will be possible, according to requirements of the festival.*

### **About you**

Please give a brief summary of why you would like to volunteer for the Festivities detailing any specific skills or previous experiences that you feel may be relevant (if any):

**If offered a place as a festivities steward, I agree to attend the compulsory volunteer training on a date to be confirmed at The Portsmouth Grammar School.**

*Please tick the box to agree.*

**Thank you for your interest in volunteering with Portsmouth Festivities 2020.**

We are seeking up to 40 volunteers this year. If you agree to us securely holding your details for two years, please tick the box below. We will then be able to contact you regarding volunteer opportunities in the future.

**I agree that Portsmouth Festivities can hold my details for up to two years.**

### **Declaration**

As a representative of the Portsmouth Festivities, applying for a role as a volunteer, if selected, I hereby agree to abide by the terms and conditions. Further, I will respect all festivities audiences, other artists and organisations participating in the Portsmouth Festivities 2020 programme.

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**Signature:** Click here to enter text.

**Print Name:** Click here to enter text.

**Date:** Click here to enter text.

### **Equal Opportunities in Volunteering**

Portsmouth Festivities welcomes applications from all sections of our community. We are committed to ensuring that applicants are considered irrespective of gender, sexual orientation, disability, social class, nationality or ethnic origin. In order to monitor the effectiveness of our Equal Opportunities Policy, we require applicants to provide the information outlined below. This information is confidential and used solely for monitoring purposes.

#### **Disability and Medical Conditions**

Do you have a disability e.g. a physical or mental impairment which has a substantial long term effect on your ability to carry out normal day to day activities?

Yes

No

Prefer not to say

Do you have any allergies or Medical conditions we should know about? (Epilepsy, Food allergy)

Yes

No

Prefer not to say

If yes, please explain:

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**Please ensure that you have read and understood the terms and conditions.**

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## Terms and Conditions Public Festivities Volunteer

### What is Portsmouth Festivities?

Portsmouth Festivities is an annual 10-day Arts, culture and heritage festival, which aims to provide a high quality programme of citywide performances and events which capture imaginations, celebrate diversity and reflect on the heritage value of Portsmouth.

Every year, we...

- champion the very best of Portsmouth
- help to shape the provision of accessible cultural experiences for all
- provide platforms for different and other audiences
- grow and develop - extending our reach, reputation and impact

### Notes

- Volunteers must arrive 1 hour before performance start time. Plan to arrive at your venue a few minutes before your shift begins and report directly to the Front of House Manager. Be prompt and ready to work.
- Check the Portsmouth Festivities programme or website to familiarise yourself with the event you are working and make sure you know how to get to your venue.
- All FOH staff must be ready to receive and direct audience from 30 minutes before the start of the performance.
- Each event will have a FOH Manager, who is your Line Manager. Please communicate with them immediately if you have any questions or concerns during your shift
- If you are unavailable to do a duty or cover an event **YOU MUST** find a replacement and notify the Festivities office immediately on 023 92 681390 or [info@portsmouthfestivities.co.uk](mailto:info@portsmouthfestivities.co.uk)
- You must wear smart dress which should be all black (smart black shoes, black trousers, open collar black shirt/blouse, black dress and tights) at all events in Portsmouth Cathedral, Portsmouth Grammar School, Portsmouth Guildhall, Round Tower and Square

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Tower. At all other venues, you are not required to wear such dress. However, a Portsmouth Festivities T-Shirt will be supplied and clean, flawless presentation will be expected. Please wear dark trousers and dark shoes at these events. Bring a smart coat and umbrella, in the event of cold or poor weather. If your shift is in the Round Tower, please dress warmly with layers of clothing.

- Please leave valuables at home or keep them with you at all times. We cannot ensure there will be a secure place for personal belongings at a venue and Portsmouth festivities takes no responsibility for any loss of or damage to volunteers' personal belongings.
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## **What will I be doing?**

### **1. Ticket/Programme Sellers**

Tickets may be sold on the door at some Festivities events. Programmes may also be available. The Front of House Manager may ask you to assist with sales.

Please note that bookings on the door can be made in cash or with the card machine, depending on what event the card reader will be at. Do offer this service to the customer/s.

Always be careful when giving change; take your time, but work as fast as you comfortably can.

Concessions are available (where indicated) to Senior Citizens, Full-time Students, Children under 18, Jobseeker Allowance Claimants, Income Support Claims and Disabled Patrons. ID must be shown by the customer, in order to redeem this concession.

### **2. Ticket Takers/Ushers**

Tickets will be printed by the customer via our box office TicketSource, and they may have ones printed and posted to them from TicketSource. They may also have a mobile phone ticket and this is acceptable. There will be an audience list of names to use to tick off attendees on arrival.

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You may be asked by the Front of House Manager to assist audience members with seating by helping latecomers find seats.

### **3. Crowd Control**

It is important that the lobby and/or venue entrance are clear and orderly. There should be two lines: one for ticket buyers and one for ticket holders. The Front of House may ask you to assist in directing audience members as they arrive in to the appropriate line.

We may also ask you to be posted on certain areas of the stage during the performance interval (if applicable) to deter patrons from walking up or on to the set.

### **4. Audience Surveys**

In order to develop and improve, Portsmouth Festivities will be asking attendees to complete an online survey of their experience at any event they attend. This can be found on the Festivities website.

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## **Working with the public**

You will be representing Portsmouth Festivities at all times during your work. You may be the only person they meet. Please be professional and helpful – and have fun!

Seek advice immediately from the Front of House Manager if you are unsure about or not able to cope with a situation.

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## **Evacuation Procedures**

Your Front of House Manager will run through the fire evacuation procedure for your venue at the start of your shift.

However, the key points to remember when evacuating, no matter which position you are in, are:

- Keep calm.
- Stay alert.
- Prevent panic.
- Keep people moving and tell them clearly 'THIS WAY PLEASE'.
- Use large gestures to direct the public out of the building.
- Never state the cause of the problem or say the word 'FIRE'.

## **The evacuation will be managed by the Venue Duty Manager and Festivities Front of House Manager**

If you see a fire, or a member of the public notifies you of a fire, inform the FOH Manager immediately.

Upon discovering a fire or being alerted to a fire, the FOH Manager will immediately alert to venue Duty Manager. If the Duty Manager is not in the immediate vicinity, the FOH Manager will proceed to the stage area and signal to the Sound / LX operator and make an announcement to the audience:

***'Ladies and Gentleman we need to evacuate the building. Please remain calm and use all exits as directed by Front of House staff.'***

Venue Duty Manager/Festivities FOH Manager will telephone 999 for the Fire Service.

The Venue Duty Manager/Festivities FOH Manager will carry out a final check of the auditorium and exit to the fire evacuation point.

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## **House Rules**

- **All fire exits must be kept clear of obstruction and closed at all times.**
- Should an evacuation be necessary, each member of Front of House staff must make their way to emergency exits immediately to direct patrons away from the building and to the assembly point. FOH Manager will make Volunteers aware of the assembly point at the start of their shift.

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- All FOH Volunteers have a responsibility to co-operate with their FOH Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health or safety problem which they are not able to put right, they must straight away tell the FOH Manager.
- Each venue will have a First Aid trained member of staff present, with access to a First Aid Box. The Festivities has an Accident Book, which will be held by the FOH Manager. All accidents must be reported to the FOH Manager and recorded in the Accident Book as soon as possible.
- **Smoking is strictly prohibited within and around all Festivities venues.** Smoking is only permitted outside.
- Keep mobile phones off or on silent during your shift.
- Where appropriate, technicians will be working at the venue to provide and operate lighting and sound equipment. The Control Area is strictly out of bounds to all Festivities FOH staff.
- There will always be a Duty Manager present during your shift(s). This person is responsible for ensuring the health and safety procedures are carried out as stated in the venue's policy documents. So, if you have any questions or concerns during your shift... **ASK YOUR DUTY MANAGER!**

### **Time Scales**

Volunteer Recruitment Confirmation	April
Volunteer Training Day	May [Date tbc]
Portsmouth Festivities	Friday 12 <sup>th</sup> – Sunday 21 <sup>st</sup> June 2020

### **Join our mailing list**

Portsmouth Festivities sends out regular e-bulletins with news and information about taking part. By signing up to our free mailing list, you'll be kept up-to-date. Just visit [www.portsmouthfestivities.co.uk](http://www.portsmouthfestivities.co.uk)

### **Contact us**

If you have any further questions, please email [info@portsmouthfestivities.co.uk](mailto:info@portsmouthfestivities.co.uk)

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