



## Volunteering at Shropshire Council's Arts Festival and Events

Please can you complete this form and kindly return it to Joy Durrant at  
Shropshire Council, Shirehall, Shrewsbury SY2 6ND,  
[joy.durrant@shropshire.gov.uk](mailto:joy.durrant@shropshire.gov.uk)

Your Full Name	
Email Address	
Postal Address	
Mobile Number	

While you are working as a volunteer you will be covered by Shropshire Council's public liability insurance. Please can you describe in this box any limitations or special considerations we should take into account when allocating voluntary work (i.e. heavy lifting).

Do you need to tell us about any medication you are taking?      Yes / No

***(Your personal information will be treated confidentially and only used to ensure we allocate to you the most suitable jobs).***

In case of emergency please give details of the person you would want us to contact.

Please can you briefly describe the skills and previous event experience you have (ie languages, artistic skills, driving licence, crowd control)

Of the following tasks/jobs which do you prefer (tick as many as you wish).

<input type="checkbox"/>	Set Prep - physical work ie help construct a structure or sculpture
<input type="checkbox"/>	Visitor Services – information/marketing assistant
<input type="checkbox"/>	Admin – event prep
<input type="checkbox"/>	Runner for Production Manager or Event Manager
<input type="checkbox"/>	General crowd control
<input type="checkbox"/>	Production/technical/stage management
<input type="checkbox"/>	Procession participant
<input type="checkbox"/>	Yellow jacket steward for crowd/staff/safety
<input type="checkbox"/>	I am flexible and willing

**INFORMATION**

All volunteers and employed staff will be required to carry out tasks to ensure the safest and cleanest presentation of the festival/event site. This may mean you may be asked to litter pick or assist with re-cycling.

All volunteers and staff will be briefed before the event. Particular attention will be paid to requirements that will ensure the health and safety of all participants and the legal status of the event. If you are unsure about anything to do with the event – you must ask.

Our festivals and events carry on even when it’s wet. We will provide hi-vis jackets, heavy duty working gloves, t-shirts or specific personal protection equipment where & when its needed, but it is the responsibility of each volunteer to ensure he/she has suitable footwear and waterproof clothing.

Sometimes we offer our Stewards complimentary refreshments at our events, for example when working long hours; but please also ensure you bring with you your own snacks to keep you going during the day.

***Please make a note here of any dietary requirements.***

**DECLARATION**

Finally, when you sign this form you acknowledge that as a volunteer you represent Shropshire Council and will conduct your work in an appropriate professional manner according to the instructions and training you are given.

Signed ..... Dated .....