

Beach Arts Music (BAM) List of Roles

PLEASE NOTE: ALL VOLUNTEERS MUST SIGN THE VOLUNTEER REGISTER AT START OF TASKS AND AT TIME OF COMPLETION OF TASKS.

1. **BAM Convenor – Time commitment each month estimated to be 5 hours per month + 10 hours each BAM day.**
 - **Manager of BAM, including site management, volunteer management, sponsorship management, issues management, safety management.**
 - **Prepare spruik sheet for MC**
 - **Liaise with Stall Convenor re stalls management**
 - **Liaise with Entertainment Convenor**
 - **Liaise with Advertising Coordinator**
 - **Prepare volunteer register, volunteer roster and distribute to volunteers, ensuring sufficient volunteers for event**
 - **Open power boxes on day of event**
 - **Assist stall convenor with Stall coordination on day of event**
 - **Provide BAM report to next BTABC meeting**

2. **Stall Convenor –**
 - **Manage stall bookings, including ensuring sufficient food stalls and variety and quality of product. Maximum stalls 100.**
 - **Liaison with BAM Convenor and BTABC Treasurer re payments, licenses etc.**
 - **Monitoring BAM website for potential stall holders EOIs.**
 - **Stall markout prior to Saturday with Market Stall Markers.**
 - **Be at park venue by 10.30am on day of event to manage stall set up by stall holders with BAM Convenor.**

3. **Entertainment Convenor**
 - **Manage booking of entertainers within budget approved by BAM Convenor**
 - **Advise BAM Convenor and Advertising Coordinator of lineup and agreed payment early in week of event.**
 - **Request list of songs to be performed by entertainers be furnished to APRA to meet licence agreement.**
 - **Liaise with BAM Convenor re possible themes, stage/sound/lighting requirements or special acts.**

4. **Advertising Coordinator**
 - **Liaise with BAM Convenor re entertainment lineup and any special themes etc or new stalls for advertising copy**
 - **Develop strong relationships with media outlets and prepare press releases.**
 - **Arrange photo opportunities**

- **Monitor BAM website**
5. **Signage Coordinator**
 - **Distribute signs across community Sunday prior to event**
 - **Collect signs for storage following event, preferably day after BAM**
 - **Advise BAM Convenor re any replacements required, damage etc**
 6. **Finance and Purchasing Coordinator**
 - **Arrange purchase and storage of softdrink.**
 - **Arrange park payment and collect power key from BT Community Centre prior to event, preferably Friday**
 - **Organise change from bank for event**
 - **Organise change for individual stalls**
 - **Organise change for payment of entertainers**
 - **Collect stall fees from stall holders during BAM**
 - **Bank takings and prepare report to next BTABC meeting**
 7. **Licorice Leader**
 - **Order Licorice Monday before BAM**
 - **Licorice is delivered to designated address Thursday before BAM**
 - **If weather is hot, will need to be stored in fridge at shed.**
 8. **Market Stall Markers**
 - **Liaise with Stall Convenor re stall plan**
 - **Mark out stalls at park either Friday or early Saturday of event, using spray paint**
 9. **Bin Coordinators – (Trailer or ute required)**
 - **Collect key for wheelie bin storage from F Brushe or J Anderson**
 - **Collect wheelie bins from storage area and take to park venue early on Saturday morning**
 - **Arrange bins in parking area (to prevent carparking until food vans are in place) and distribute other bins across BAM area**
 10. **Parking Partners**
 - **Place Parking sign adjacent to Baade Park entrance prior to event**
 - **After BAM collect Parking sign and return to storage**
 11. **Drinks Transport**
 - **Collect softdrink from storage and stack into drink fridges on trailer on Thursday or early Friday.**
 - **Turn fridges on.**
 12. **Licorice Sellers**
 - **Clean Perspex covers with window cleaner.**
 - **Set up stall, including banners and lights**

- Man stall for rostered period according to rostered shift. Ensure break is taken during the day.
- Assist with pack up of licorice at 7pm and record current supply to assist with reorder.

13. Kiddies Craft Creatives

- Liaise with Craft Stall Coordinator
- Assist with crafts and cleanup

14. Set Up Crew – require at least 2 utilities and 1 other vehicle

- Meet at Apex Shed, Pleasant Avenue, Tannum Sands at 12 noon
- Collect gear from shed
- Southern end – 2 marquees, 5 tables, generator and fuel, small fridge, licorice stall equipment, power leads, lights, cash draws (2), First Aid kit, Smokers Area sign, Free Parking sign
- Northern end – Softdrink stall equipment , softdrink trailer, 1 marquee, 2 tables plus power supply, lead, pole, duct tape, cash draw, rope, extra softdrink, blackboard, sound equipment, lights, ladder, 2 BSL banana banners
- Crew of at least 2 required at northern end, and preferably 4 required at southern end.

Northern End

Erect marquee

Set up power distribution by erecting pole, power lead over pathway.

Put cage around power box

Set up stall

Ensure change is obtained from Finance and Purchasing Officer

Set up Blackboard session equipment

Drop off softdrink trailer

Southern End

Erect 2 marquees

Set up Information/LostProperty Stall and Licorice Stall

Ensure change for stall from Finance and Purchasing Officer

Put up sponsor banners around stage

Set up Smokers area behind craft area and adjacent to car park, designated by blackboard sign.

Put up Free Parking sign at entrance to Baade Park

15. Stalls Crew

- Arrive 10 mins before start time at designated stall
- Sign volunteer register
- If unable to attend as expected please advise BAM Convenor asap
- Enjoy your shift!

16. Take Down Crew – require at least 2 utilities and 1 other vehicle

- Required start 7pm at park
- Dismantle marquees and stalls
- Take sponsor banners down from around stage

- **Collect Smokers Area sign**
- **General clean up around area**
- **Pack equipment into vehicles**
- **Return equipment to Apex Park, Pleasant Avenue, Tannum Sands**

17. Clean Up Crew

- **Clean up park area**
- **Collect bins from across park and position along kerb for collection**
- **Ensure bins are closed and not overfull**

18. Information Stand Attendant

- **Erect signage on southern marquee**
- **Ensure first aid kit is available or St John's Ambulance in attendance**
- **Complete incidence report if required**

19. Emcee

- **Open event with Welcome**
- **Liaise with BAM Convenor on points of interest etc**
- **Spruik sheet will be provided**
- **Liaise with sound & lighting staff and entertainers to keep flow of day going and informing attendees of activities to occur, stall holders, sponsors etc.**