

Site, Signage & Production Volunteers Brief Sheet – Bump In and Bump Out

General Items – Bump In

- Bump in phase runs from 6am to 11am.
- Role includes:
 - Escorting vehicles on to site, including suppliers and food vendors – must drive with hazard lights on, no more than 5km/h.
 - Putting up signage, making sure the site looks perfect for opening.
 - East and West Site Managers are responsible for setting up their areas, and will assign tasks to their teams to prepare the event.
 - Working closely with the Production Manager and Site Managers behind the scenes of a huge event.
- Vehicle movement ban begins at 10:30am. All vehicles without a vehicle pass must be off-site at this time, and site vehicles/forklift must be parked up.

General Items – Bump Out

- Aid stalls and the precincts to pack up and transfer their items to pick up area.
- Packing down the whole event, including signage, scrim and more.

This Role Suits

- This is a fast-paced roving and varied role that requires a lot of standing and walking for longer period of times.
- Bending and some lifting will also be required.
- Any previous production or bump in/out experience is welcomed.
- Most of this happens before or after the big crowds have left.

On Arrival

- Go to the Volunteer Tent to sign in, and collect your accreditation and meal ticket.
- Meet up with Volunteer Coordinator at Volunteer tent, who will brief you on your role.

Sensitivity

- Many people who attend, volunteer or perform at Carnival represent diverse communities which may be at risk or prone to discrimination. Keep watch for anti-social crowd members and call for assistance through your Manager, EOC or Security if required.
- Use gender-neutral pronouns until the person identifies their pronouns.

At the End of your Shift

- Please come back to the Volunteer Tent and sign out.
- You are then free to enjoy the festival. Please change out of your volunteer t-shirt and accreditation at this time.

