

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

General Items – Bump In

- Bump in phase runs from 6am to 11am.
- Site office is located at 82 Smith Street.
- Victoria's Pride is divided into 3 zones.
- Role includes:
 - Escorting vehicles on to site, including suppliers and stall holders– must drive with hazard lights on, no more than 5km/h.
 - Putting up directional and stalls signage, making sure the site looks perfect for opening.
 - Be runners between the zone they are working in and the site office.
 - Site Managers are responsible for setting up their areas, and will assign tasks to their teams to prepare the 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 the pick up area.
- Packing down the whole event, including signage, scrim, décor and more.
- **Toolshed/dispatch:** This volunteer role will assist a Midsumma staff member to manage and organise returns coming back to the site office during the bump out. They will be tasked with putting things in organised piles and managing a tidy return space.

This Role Suits

- This is a fast-paced roving and varied role that requires a lot of standing and walking for longer periods of time.
- Bending and 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 Volunteer HQ at LCI to sign on and collect your accreditation.
- Head to the Site Office on 82 Smith Street to be briefed by Production Manager and Site Managers.

Sensitivity

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

At the End of your Shift

Midsumma Victoria's Pride 2023

Volunteer Role Description

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

Who to talk to if
you have any issue:

