

# CAMRA CHELTENHAM REAL ALE FESTIVAL

Friday 26<sup>TH</sup> to Sunday 28<sup>TH</sup> August 2016



## STAFFING INFORMATION AND VOLUNTEER'S FORM

Cheltenham Real Ale Festival (CRAF) 2016 will take place on Friday 26<sup>th</sup>, Saturday 27<sup>th</sup> and Sunday 28<sup>th</sup> August 2016. Once again, Cheltenham Town Hall will be the venue. The success of the festival is dependent on many things, not least the volunteers who run it, so we'd like you to help us make this a successful event. We welcome applications from both CAMRA and non-CAMRA members, but ask that non-members provide the name of a CAMRA member that can sponsor them.

We are looking for keen volunteers who want to serve excellent beers to discerning members of the public. If you can spare us a few hours over the course of the festival, which includes the set-up and clear-up days, we'd be delighted to hear from you. Please fill in the attached form and indicate which sessions you would be available for. Breaks will be arranged to allow you to eat, drink and rest.

Obviously, the beer bar will need the most support, but we're also after volunteers to man the cider bar and the non-bar related work such as admissions, glass and token sales, CAMRA membership and the merchandise and games stand. Please indicate if you have a preference. We will endeavour to put you in the area you prefer, but we may need to re-allocate you as required.

Staff shirts will be provided for volunteers and we will require that you wear it whilst on duty. Please indicate the size you require on the form. We'll do our best to provide it, but cannot guarantee it.

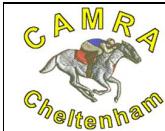
There is a FAQ sheet below, but please note that all volunteers need to register their interest at least two weeks before the festival starts, so a list of volunteers for each session can be established. This is necessary for health and safety and insurance purposes. Therefore, this form should be returned to the organisers by no later than 14<sup>th</sup> August 2016. We will not be able to accept further volunteers after this date.

Please sign and date the form. By signing the form you agree to abide by the festival's Hygiene and Health and Safety guidelines, a copy of which will be given to you before you start work at the festival. Due to the requirements of the Data Protection Act, the information you provide will be used for communications related only to the 2016 Beer Festival. However, if you would like to be added to our general email mail-out, please tick the relevant box.

Please fill out this form, scan it and attach it to an email to [festivalstaff@cheltenhamcamra.org.uk](mailto:festivalstaff@cheltenhamcamra.org.uk), or better still, why not bring it along to one of our monthly business meetings or socials. Further information will be provided on the beer festival website.

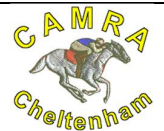
**Thanks**

**The Cheltenham CAMRA Real Ale Festival Team**



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## FREQUENTLY ASKED QUESTIONS

### **If I'm volunteering, how long will I be required for?**

- On the Friday we are open from 17:00 to 23:00, which will be split into 2 volunteer sessions.
- On Saturday, we are open from 12:00 to 23:00, which will be split into 4 volunteer sessions.
- On Sunday, we are open from 12:00 to 22:00, which will be split into 4 volunteer sessions.
- The staffing form shows how these times are split. Please note that on Saturday and Sunday, the first volunteer session of the day starts 1 hour before we open and will include the H&S briefing, so please ensure you arrive at the allotted time. If you're volunteering for the first Friday session, then unless you're helping with the set-up, please arrive at least 30 minutes before we open.

### **Those are long sessions, what breaks will I get?**

- You will be entitled to a 20 minute break during each full session, which will be allocated by your section supervisor, to ensure that we have adequate cover at all times.

### **Will I get a staff t-shirt?**

- Yes, everyone signing up will get a t-shirt and will be required to wear it when you're working. Please advise your required size on the staffing form and we will do our best to supply the size you request. If you attend another session but are not working, please don't wear your t-shirt.

### **Do I get 'free' beer?**

- You will be given tokens equating to ½ pint per full hour worked.

### **I would like to sign up for the last session, but the late finish could mean I miss my last bus home?**

- For those living within 15 miles of the Town Hall, we will provide free transport for those who require it, but you must inform the staffing officer that you require it before 9:00pm on the day.

### **Do I need to provide my own food?**

- No, we will have a staff room in which a buffet will be provided. You are of course free to bring your own . to be eaten in the staff room. Please do not eat when you are behind the bar.

### **Where do I go to when I first arrive?**

- Please arrive at least 30 minutes before your session starts and use the entrance at the rear of the Town Hall . accessible through the small car park. You will be directed to the staff room. You should then report to the staffing officer in order that you can sign the Health & Safety briefing form.

### **I've never worked at a beer festival before – do I need any training?**

- If you're working behind the bar, your bar manager will be happy to show you the ropes. Beers and ciders, direct from the barrel, will be available in 1/3 and 1/2 pint measures (we use lined glasses).
- Beer is paid for by tokens, which you strike out for payment. Your bar manager or fellow volunteers will show you what to do.

### **I'd like to help on the set-up, tear-down days. What are the arrangements?**

- Please indicate on the staffing form if you are available for these days.
- Food and some beer will be provided for helpers on these days.
- Please ensure you wear suitable clothing as you may get dirty and safety equipment will be available for those that require it.



# CAMRA CHELTENHAM REAL ALE FESTIVAL



## Friday 26<sup>TH</sup> to Sunday 28<sup>TH</sup> August 2016

### STAFFING FORM

If you would like to help at the CAMRA CHELTENHAM REAL ALE FESTIVAL (CRAF 2016), which takes place in the Cheltenham Town Hall from 26<sup>th</sup> to 28<sup>th</sup> August, or the set-up and clear-down days, then please fill out this form, scan it and attach it to an email to [festivalstaff@cheltenhamcamra.org.uk](mailto:festivalstaff@cheltenhamcamra.org.uk). **Non CAMRA members are welcome to volunteer and should put N/A in the relevant boxes, but please put the name and membership number of a CAMRA member who knows you in the box at the bottom of the page.**

FULL NAME			NAME TO APPEAR ON BADGE	
ADDRESS				
COUNTY		PHONE		
POST CODE		EMAIL		
CAMRA MEMBERSHIP NUMBER		CAMRA BRANCH		

### DAYS AND TIMES AVAILABLE (Please circle your availability)

WEDNESDAY 24 <sup>th</sup>	SET-UP	09:00 - 17:00	YES / NO
THURSDAY 25 <sup>th</sup>	SET-UP	09:00 - 17:00	YES / NO
FRIDAY 26 <sup>th</sup>	SET-UP	09:00 - 17:00	YES / NO
	FESTIVAL OPEN	17:00 - 20:00	YES / NO
		20:00 - 23:00	YES / NO
SATURDAY 27 <sup>th</sup>	SET-UP	09:00 - 11:00	YES / NO
	FESTIVAL OPENS AT 12:00	11:00 - 14:00	YES / NO
		14:00 - 17:00	YES / NO
		17:00 - 20:00	YES / NO
		20:00 - 23:00	YES / NO
SUNDAY 28 <sup>th</sup>	SET-UP	09:00 - 11:00	YES / NO
	FESTIVAL OPENS AT 12:00	11:00 - 14:00	YES / NO
		14:00 - 17:00	YES / NO
		17:00 - 20:00	YES / NO
		20:00 - 22:00	YES / NO
MONDAY 29 <sup>th</sup>	CLEAR-UP	09:00 - 17:00	YES / NO

TYPE OF WORK PREFERRED	ANY	BEER BAR	CIDER BAR	NON-BAR
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We will endeavour to allocate you to the job you prefer, but may have to move you dependent on numbers.

T-SHIRT SIZE	SMALL	MEDIUM	LARGE	EX LARGE	2 X L	3 X L
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Any other information that is relevant? Have you worked at a beer festival before? Do you have a first aid certificate?  
**If you are not a CAMRA member, please provide the name and membership number of someone who knows you.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please add my name to the general email distribution list (please tick)