

# VOLUNTEER INDUCTION

1. You will be provided an induction and emergency procedures briefing in the morning before your shift.
2. You will need to wear the T-Shirt and lanyard provided to you so that you can be identified as a volunteer.
3. Please follow all instructions from the 4community event management team at all times.
4. You will be provided lunch, tea/coffee and water on the day(s) you volunteer.
5. Duties will include (but not be limited to) meet and greet at drop off, providing directions, handing out exhibitor pack, handing out showbags/ entry bands, registering attendees, conducting surveys (exhibitor or attendee), manning info desk, assisting with stage set up, set up or pack down of exhibition signage and other exhibition equipment or furniture.
6. You are to bring to 4community's attention any injury or issue that may prevent you from carrying out any assigned duties before you commence your shift.
7. Where practical, duties will be rotated around the volunteers.
8. You must provide your contact details and sign in and out each day you volunteer.

## KEY CONTACTS

<b>Mathew Botten</b>	<b>Event Manager</b>	<b>0406 572 418</b>
<b>Natalie Osorio</b>	<b>Event Administrator</b>	<b>(02) 9025 9301</b>