

Shrewsbury Festival of Literature

● Workshops ● Storytelling ● Poetry ● Fiction ● Non-Fiction

22nd to 24th November 2019

VOLUNTEER REGISTRATION FORM

c/o Pengwern Books
Fish Street
Shrewsbury, SY1 1UR

t: 01743 232236
e: sfestlvolunteers@gmail.com
w: www.shrewsburylitfest.co.uk

FULL NAME
ADDRESS
POSTCODE
TELEPHONE/ MOBILE
EMAIL
BEST WAY TO CONTACT YOU? (for SFL – email would be the easiest, followed by text or Messenger)

FESTIVAL SHIFTS

The festival events will start on Friday evening at 6pm and end on Sunday evening 7.00pm. We would like volunteers for the following events. Please tick which of these you are willing and able to do.

Festival Dates: Friday 22nd November, Saturday 23rd^h November, Sunday 24th November

Before the Festival there are plenty of things that need doing. If you are willing to help in advance of the event, please tick the box!	
1 FRIDAY 22nd 5.00pm – 7.30pm <i>Event times: 6.00pm – 7.00pm</i>	2 FRIDAY 22nd 6.45pm – 9.15pm <i>Event times: 7.30pm – 9.00pm</i>
3 SATURDAY 23rd 9.15am – 12.00pm <i>Event times: 10.00am – 11.30am</i>	4 SATURDAY 23rd 2.15pm – 4.45pm <i>Event times: 3.00pm – 4.30pm</i>
5 SATURDAY 23rd 3.15pm – 6.45pm <i>Event times: 4.00pm – 6.30pm</i>	6 SATURDAY 23rd 6.45pm – 9.15pm <i>Event times: 7.30pm – 9.00pm</i>
7 SUNDAY 24th 9.45am – 12.45pm <i>Event times: 10.30am – 12.30pm</i>	8 SUNDAY 24th 10.15am – 12.45pm <i>Event times: 11.00am – 12.30pm</i>
9 SUNDAY 24th 12.45pm – 3.15pm <i>Event times: 1.30pm – 3.00pm</i>	10 SUNDAY 24th 4.45pm – 7.15pm <i>Event times: 5.30pm – 7.00pm</i>

VOLUNTEER ROLES AT SFL 2019

It would be useful if you would indicate the roles you would be prepared to undertake. To give you some idea of the sorts of things that will need doing, here are the main roles. Please tick the roles you would be most willing to undertake. You may, however, be asked to cover any necessary role at an event, so if you think that certain roles may be difficult for you, please say.

TICK	ROLE AND RESPONSIBILITIES
	<p><u>Event Managers</u> Event Managers will be assigned to specific events. They meet and greet members of the public at Festival events. They take tickets, answer queries, give directions, help with setting up the venue and help seat the audience. They may be involved in helping to organise book signings after the event. They usually sit in on the Event. <i>(As the Committee is small this year, we will not be able to cover this role at all the events. So please help if you feel able.)</i></p>
	<p><u>Author Hosts</u> Each author/speaker at each event will be assigned a volunteer, who will be responsible for ensuring that the author arrives at the venue for their event and looks after them during the event and returns them to the hotel/station/car park afterwards. Author hosts will be the liaison with the Event Manager with regard to any issues that may affect the author or the event. A full driving licence and access to a car would be useful.</p>
	<p><u>Stewards</u> This role entails a number of different things; checking and selling tickets on the door, ushering people to their seats, sometimes serving refreshments and helping clear up afterwards.</p>
	<p><u>Festival Runners</u> This is a varied role and will involve moving between events as and when necessary, fetching and carrying and plugging gaps where necessary.</p>
	<p><u>Bookstall Assistants</u> There will be a need for a number of assistants to run the Festival bookstalls at events throughout the weekend.</p>
	<p><u>Before-the-Festival helpers</u> There will be various things that need doing prior to the Festival; delivering brochures, posters etc, baking cakes...all sorts of things.</p>

Criteria for volunteering at SFL: No previous experience is needed but you will need to be...

- Over 18
- Punctual, reliable and hardworking
- Courteous, calm and enjoy dealing with people
- Supportive of the Festival committee in its endeavour to making events accessible and enjoyable

NB: some volunteers need to be more active than others so please pick the role which best suits

Once you have completed the form please return it to SFL in one of the following ways:

Email: sfestvolunteers@gmail.com

Post: SFL 2019, c/o Pengwern Books, Fish Street, Shrewsbury, SY1 1UR

In Person: Drop the form off at Pengwern Books, Fish Street, Shrewsbury, SY1 1UR

Thank-you in advance! We are looking forward to working with you.

The Lit Fest Team 2019