



**Ludlow Food Festival Spring Event**  
Stone House  
Corve Street  
Ludlow  
Shropshire SY8 1DG  
Tel/fax: 01584 873957  
E-mail: [spring@foodfestival.co.uk](mailto:spring@foodfestival.co.uk)  
Web: [www.thespringevent.co.uk](http://www.thespringevent.co.uk)

## Volunteer Registration Form

Please complete and return to the address shown on the left.

### 1. Please give us your name and contact details

Name (in full)

Address

Postcode

Telephone (day)

(evening)

(mobile)

E-mail address

Age if under 18

Are you a student? YES / NO

### 2. Please tell us when you are available and willing to work

The Spring Event in the castle is open to the public at the following times in 2010:

Saturday 8th May from 10.00 am to 8.00 pm

Sunday 9th May from 10.00 am to 5.00 pm.

We also need volunteers to help with setting up on Thursday and Friday before opening to the public, and also to help with taking down and tidying up on the Monday.

***I am ABLE to work for \_\_\_\_\_ half-day session(s), and I will be available on the days/times ticked below:***

Morning shifts will usually be 9.15 am to 1.15 pm; afternoon shifts will be 1.00 pm to 5.00 pm – these times may have to be altered for some tasks. Start times for some areas may be 8.00 am.

***Please only tick boxes that you are willing and able to do.***

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Thursday afternoon        | <input type="checkbox"/> Friday morning               | <input type="checkbox"/> Friday afternoon      | <input type="checkbox"/> <b>Saturday morning</b> |
| <input type="checkbox"/> <b>Saturday afternoon</b> | <input type="checkbox"/> <b>Sat. evening (5 to 8)</b> | <input type="checkbox"/> <b>Sunday morning</b> | <input type="checkbox"/> <b>Sunday afternoon</b> |
| <input type="checkbox"/> Monday morning            | <input type="checkbox"/> Monday afternoon             |  |  |

Please use this space to tell us anything further about your preferred working sessions:

Please go to page 2

### 3. Please tell us what sort of work you would prefer

Please **mark with a number** the tasks you would most prefer to do - number them 1 to 5 in order of preference (1 being your top choice), and **mark with a X** any tasks that you definitely **do not want to do**. (We can't guarantee you'll get your favourite task!)

Mark  
here

- \_\_\_ **Setting up/dismantling** – volunteers needed Thursday pm, Friday all day, Monday all day
- \_\_\_ **Ticket Stall** – to involve till work
- \_\_\_ **Stewarding activities** – e.g. keeping marquees and castle grounds clean and tidy, support to exhibitors, vigilant to general crowd behaviour, health and safety issues, etc
- \_\_\_ **Admissions – cashiers** – taking visitors' entry money and operating cash register
- \_\_\_ **Admissions – wristbands** – putting wristbands on visitors
- \_\_\_ **Deliveries** – assistance to exhibitors, etc
- \_\_\_ **Exhibitors' car parking** – to oversee exhibitor car parking at the Linney
- \_\_\_ **Park & Ride**
- \_\_\_ **Special requests, comments or notes** –

### 4. Your health, local knowledge and signature:

We are delighted to have your help, but do not wish to risk your health. If you have a medical condition that prevents you from undertaking certain tasks, please let us know. Any information will be treated in strictest confidence.

Do you have sufficient **local knowledge** to be able to direct visitors around Ludlow? (e.g. cash machines, toilets, post office, named shops, pubs, etc) – **YES / NO**

If you have any **special skills** that may be useful, e.g. languages, secretarial skills, etc, please let us know here:

Signature:

Date:

---

#### Ludlow Marches Food and Drink Festival Spring Event

A company limited by guarantee. Registered in England and Wales no. 4230963. VAT reg. no. 783 6218 07

Registered office: Stone House, Corve Street, Ludlow, Shropshire SY8 1DG

Ludlow Marches Food and Drink Festival Spring Event is operated on a not-for-profit basis with the support of Ludlow & District Chamber of Trade and Commerce