

Cllr Hardwick  
Malmesbury Town Council

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Our Ref:

Dated: 1 Apr 19  
Version: 2

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## MALMESBURY TOWN COUNCIL WOMAD TENT ADMINISTRATION INSTRUCTION

### INTRODUCTION

1. Malmesbury Town Council will provide a stand at the annual WOMAD Festival held 25 – 28 Jul 19. The central theme is to promote Malmesbury's inclusion in the Great West Way.

### AIM

2. The aim of this instruction is to explain the tasks and responsibilities in order to ensure the event is a success. This will be published to the WOMAD planning committee of

- i. Mayor Vandelli
- ii. Deputy Mayor Exton
- iii. Cllr Darling-Parkes
- iv. Cllr Hardwick

### TASKS

3. The following individuals are kindly asked to complete the following:
  - a. **Cllr Hardwick** .
    - i. Liaise with local shops to collect promotional material
    - ii. Request floor matting in the event of wet weather
    - iii. Stand to be completed NLT 1000hrs 25 Jul 19
  - b. **Graham and Shaun**
    - i. Move all equipment listed in (Para 8 a – d) to site NLT 0900hrs on Thu 25 Jul 19
    - ii. Return all equipment on Mon 29 Jul 19
  - c. **TIC staff**
    - i. Collate TIC information leaflets (bus timetables etc)
    - ii. Confirm the Malmesbury Tent space is booked with WOMAD
    - iii. Confirm number of complimentary tickets
    - iv. Confirm if a disabled ticket + career has been requested. If not – please request.
    - v. Confirm if 1x disabled parking space has been requested. If not – please request
    - vi. Get quotes for Malmesbury Town Council feather banners

- d. **Discovery Malmesbury (Lesley Wood)**
  - i. Provide information regarding the Great West Way
- e. **Mayor Vandelli**
  - i. Provide information and contacts for the lucky dip
- f. **Ash**
  - i. Drop promotion boards off at the Town Hall no later than Wed 24 Jul 19.

## CO-ORDINATING INSTRUCTIONS

4. **Timings.** The timings of the event can be found in the table below. The stand will be open from 1000hrs on Fri 26 Jul 19.

5. **Manning of the Stand.** The stand will be manned from 1000 – 1800hrs daily. A minimum of 2 people will man the stand. Over busy periods (1230 – 1430hrs) this will be increased to 3 people. Individuals are requested to volunteer for 2 shifts over 3 days. A rota can be found at Annex A.

6. **Outline Programme.**

Ser (a)	Time (b)	Activity (c)	Location (d)	Lead (e)	Remarks (f)
<b>Wed 24 Jul 19</b>					
1	Day	Drop promotion boards off	Town Hall	Ash	
2					
3					
<b>Thu 25 Jul 19</b>					
4	NLT 0900hrs	Drop off equipment	WOMAD Site	Graham and Shaun	
5	NLT 1600hrs	Set up stand	WOMAD	Cllr Hardwick	
6					
<b>Fri 26 Jul 19</b>					
7	1000hrs	Stand open	WOMAD	Cllr Hardwick	As per Annex A
8	1800hrs	Stand close	WOMAD	Cllr Hardwick	As per Annex A
<b>Sat 27 Jul 19</b>					
9	1000hrs	Stand open	WOMAD	Cllr Hardwick	As per Annex A
10	1800hrs	Stand close	WOMAD	Cllr Hardwick	As per Annex A
<b>Sun 28 Jul 19</b>					
11	1000hrs	Stand open	WOMAD	Cllr Hardwick	As per Annex A
12	1800hrs	Stand close	WOMAD	Cllr Hardwick	As per Annex A
13	1800hrs	Valuable items removed	WOMAD		
<b>Mon 29 Jul 19</b>					
14	0900hrs	Stand dismantled	WOMAD	Cllr Hardwick	
15	1000hrs	Equipment returned	Town Hall	Graham and Shaun	

7. **Ticket allocation.** There are 10 complimentary tickets available for the event. Priority will be given to councillors. In the event there are additional tickets they will be offered to partners/spouses who have volunteered to assist with the running of the stand. Due to long queues, tickets and wristbands are requested to be collected the day before an individual is covering the stand.

8. **Refreshments.** Tea, Coffee juice and biscuits will be available to those assisting on the stand. It is requested individuals bring their own cups or mugs.

9. **Equipment.** The following equipment is required for the event:

- a. Marquee
- b. 2x tables
- c. 6x chairs
- d. 4x display boards
- e. 2x white sheets (for table clothes)
- f. Gazebo
- g. Town information leaflets (bus timetables etc)

10. **Lucky Dip.** A lucky dip box for children is an excellent way to engaging with passers-by. Prizes will be small toys, containing no plastic. The lucky dip tickets will be sold for no more than £1. A lolly, small sweet or chocolate will also be included in the lucky dip.

11. **Budget.** The event has been given a budget of £200. Additionally, it will be proposed that an application for Malmesbury Town Council Banners are purchased through the marketing budget. It is proposed the is allocated in the follow way:

- a. £TBC – lucky dip
- b. £TBC – printing of any material required
- c. £TBC – refreshments

12. **Close down.** Leaflets, light objectives and valuable items will be removed on Sun 28 Jul 19. Heavier items will be taken down on Mon 29 Jul 19 are returned to the Town Hall.

## COMMAND AND CONTROL

### 13. Responsibilities and Contact Details.

Ser (a)	Role (b)	Name (c)	Contact Details (d)
1	Stand Coordinator	Cllr Hardwick	07920424130
2			
3			
4			

Cllr Hardwick

Distribution:

Malmesbury Town Council – C&TP Committee  
TIC staff

**Annex A – Stand rota**

Ser	Timing	Volunteer 1	Volunteer 2	Additional Volunteer	Remarks
Friday 26 Jul 19					
1	1000 – 1200				
2	1200 – 1400				1230 – 1430hrs additional volunteer essential
3	1400 – 1600				
4	1600 – 1800				
Saturday 27 Jul 19					
5	1000 – 1200				
6	1200 – 1400				1230 – 1430hrs additional volunteer essential
7	1400 – 1600				
8	1600 – 1800				
Sunday 28 Jul 19					
9	1000 – 1200				
10	1200 – 1400				1230 – 1430hrs additional volunteer essential
11	1400 – 1600				
12	1600 – 1800				