

Cllr Hardwick
Malmesbury Town Council

See Distribution

Our Ref:

Dated: 1 Apr 19
Version: 2

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. Fran Vandelli
- ii. Julie Exton
- iv. Carys Hardwick

TASKS

3. The following individuals are kindly asked to complete the following:
 - a. **Cllr Hardwick .**
 - i. Liaise with business and local interest sites to collect promotional material
 - ii. Provide 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 2x disabled parking space has been requested. If not – please request
 - vi. Get quotes for Malmesbury Town Council feather banners
 - vii. Provide a cash tin and £50 float for the lucky dip

- d. **Discovery Malmesbury (Lesley Wood)**
 - i. Provide information regarding the Great West Way
- e. **Mayor Vandelli**
 - i. Provide 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 4 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)
Wed 24 Jul 19					
1	Day	Drop promotion boards off	Town Hall	Ash	
2					
3					
Thu 25 Jul 19					
4	NLT 0900hrs	Drop off equipment	WOMAD Site	Graham and Shaun	
5	NLT 1600hrs	Set up stand	WOMAD	Cllr Hardwick	
6					
Fri 26 Jul 19					
7	1000hrs	Stand open	WOMAD	Cllr Hardwick	As per Annex A
8	1800hrs	Stand close	WOMAD	Cllr Hardwick	As per Annex A
Sat 27 Jul 19					
9	1000hrs	Stand open	WOMAD	Cllr Hardwick	As per Annex A
10	1800hrs	Stand close	WOMAD	Cllr Hardwick	As per Annex A
Sun 28 Jul 19					
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		
Mon 29 Jul 19					
14	0900hrs	Stand dismantled	WOMAD	Cllr Hardwick	
15	1000hrs	Equipment returned	Town Hall	Graham and Shaun	

7. **Ticket allocation.** There are 16 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 50p. 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 and Town Council T-shirts are purchased through the marketing budget. If this isn't approved, a request will be made to finance it through the WOMAD funding. It is proposed the is allocated in the follow way:

- a. £50 – lucky dip
- b. £20 – refreshments
- c. £TBC – banners

12. **Health and Safety considerations.** The tent and boards will be put up in line with their assembly instructions. The tent is to be secured both internally and externally to prevent damage in the event of high winds.

13. **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

14. Responsibilities and Contact Details.

Ser (a)	Role (b)	Name (c)	Contact Details (d)
1	Stand Coordinator	Carys	07920424130
2		Paul	07785764500
3		Phil/Julie	07595725263
4		Fran	07821414004
5		Campbell	07802638424
6		Helen	07783422547
7		Catherine	07588695847
8		Richard	

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				