

## Set-Up Team

### Questions?

Check out the volunteering section of the event website:

[christmaslunchinthepark.com.au/volunteer](http://christmaslunchinthepark.com.au/volunteer)

Or send us an email:

[christmaslunch@missionaustralia.com.au](mailto:christmaslunch@missionaustralia.com.au)

## Your brief

Not behind the scenes, but ahead of the scene, creating the scene! Our Set-Up team will get involved in the lead-up to the event (22-24 December) to ensure the venue and marquee is in tip-top condition before welcoming our guests on the big day! Oh, and did we mention anything about the decorations?

### Arriving onsite

In your enclosed footwear, please arrive onsite at your allocated day and time and register yourself to the Event Manager.

### Event timings

Please refer to the event schedule for estimated timings of the event.



High level of activity



Manual handling



Indoors & outdoors

## The Set-Up Team contributes by...

- Supporting the enjoyment of a festive and meaningful day for our guests by ensuring the venue and surrounding area is set-up in a safe, efficient and festive manner, adorned with the brightest and most sparkly decorations (provided).
- Making yourself available for your dedicated morning or afternoon shift between 22-24 December.
- Working collaboratively in teams of 12, setting up some 150 tables, 1,500 chairs, food & beverage areas, games and activity zones and other miscellaneous items as advised by the Event Manager.
- Doing some of the heavy lifting – literally – and making sure it's done safely in enclosed footwear and within our health and safety guidelines.
- Preparing table kits, ready for the team on the day.
- Reporting any risks, hazards and incidents to Mission Australia staff.
- Being adequately prepared by completing a brief yet mandatory online induction prior to set-up.
- **Having fun with your setup team members!**