

# Set-Up Team

Four shifts over two days.  
Four teams of 12  
volunteers.

Questions? Email us at:  
[christmaslunch@missionaustralia.com.au](mailto:christmaslunch@missionaustralia.com.au)

## Your brief

You're so eager to get into the Christmas spirit, that you arrive early to help with the setting up! Eager to apply your 'all hands on deck' enthusiasm, you'll be doing a range of physical duties including unloading, setting up, sorting, moving furniture and/or arranging decorations.

### Arriving onsite

Please arrive at the Wellington Square event site at your allocated time and register yourself to the Mission Australia staff.

### Set-up timings

- A. Monday 23 Dec – 9-12.30pm
- B. Monday 23 Dec – 12.30-4pm
- C. Tuesday 24 Dec – 9-12.30pm
- D. Tuesday 24 Dec – 12.30-4pm



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 on either Monday 23 and Tuesday 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. There is a high chance you may get a little dirty and/or dusty, so please keep this in mind when choosing your comfortable clothing.
- Preparing tables, ready for the day.
- Reporting any risks, hazards and incidents to Mission Australia staff.
- **Having fun with your setup team members!**