

# 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

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. 22 Dec 9:00am – 1:00pm
- B. 22 Dec 1:00pm – 5:00pm
- C. 23 Dec 9:00am – 1:00pm
- D. 23 Dec 1:00pm – 5:00pm
- E. 24 Dec 9:00am – 1:00pm
- F. 24 Dec 1:00pm – 5:00pm



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 chosen dedicated morning or afternoon shift(s) between 22 - 24 December.**
- Working collaboratively, setting up some 100+ tables, 1,500 chairs and beanbags, food & beverage areas, games and activity zones and other miscellaneous items as advised by the Site Coordinator and 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.
- Reporting any risks, hazards and incidents to Mission Australia staff.
- Remembering to sign-in and out for your shift and wearing optional PPE such as gloves or masks.
- Enjoying the morning or afternoon tea provided during your shift.
- Having fun with your setup team members!**