

VOLUNTEER EVENT DAY INFORMATION

1. Volunteers will undertake a COVIDSafe induction and emergency procedure briefing prior to their shift
2. Volunteers are required to wear the volunteer t-shirt and name tag provided so volunteers can easily be identified.
3. Please follow all instructions from the ImpactInstitute event management team at all times.
4. Volunteers are provided lunch, tea/coffee and water on the full day(s) you volunteer and snacks on the setup day.
5. Duties include (but not limited to) meet and greet the attendees/exhibitors, provide directions, hand out exhibitor packs, hand out showbags/entry bands, register attendees, promote best booth competition, assist with stage/signage/furniture set up or pack down.
6. Volunteers must notify ImpactInstitute staff of any existing injury or issue that may prevent them from carrying out any assigned duties before shift commences.
7. Where practical, duties will be rotated amongst the volunteers.
8. Volunteers must provide contact information, emergency contact details and sign in and out each day of their shift.
9. Please bring photo identification with date of birth on the day of volunteering.

KEY CONTACTS:

Lainey Pan (Main)
Event Coordinator
(02)9025 9303

Mathew Botten
Event Manager
(02)9025 9315

Kathryn Carey
Event Director
(02)9025 9307