



OPEN CHRISTMAS 2018 – APPLICATION FORM FOR VOLUNTEERS

Thank you for your interest in volunteering for this year's BATH OPEN CHRISTMAS PARTY on 25 December, Christmas Day at Kingswood School, Lansdown Road, Bath, BA1 5RG

Mark the role(s) you wish to undertake and return one form per person by **FRIDAY 9th NOVEMBER** to: volunteers@bathopenchristmas.com or by post to: Open Christmas, 14 Burlington Street, Bath BA1 2SA

Your name _____

Address _____ Post Code _____

Email _____ Telephone _____

Please also advise if you are a qualified: Chef GP/ Doctor First-Aider

Could you help with other preparations, before the day: Wrap Gifts Buying Provisions

Volunteered for Open Christmas before? If YES, how many times, and in which capacity?	
CHRISTMAS EVE – Monday 24th December	
10.00 – 12.00	Setting Up Dining Room – Decorations – signage
10.00 – 12.00	Food preparation (bring a vegetable knife)
CHRISTMAS DAY – Tuesday 25th December	
Morning Driver, 12.00-13.00 Approx	Driver with your own car to collect guests from their home and take to Kingswood School
Afternoon Driver, 15.45-17.00 Approx	Driver with your own car to be at Kingswood School at 15:45 to take guests home
Emergency Driver, 13.00-16.00	Emergency Driver with your own car, at Kingswood School
09.30 – 14.30	Kitchen help (Includes induction briefing, 09.30-10.00)
12.00-13.30	Meet and Greet guests as they arrive by car, escort them into the Dining Room, seat them at tables.
11.00 – 13.30	Wash Up (dishwasher and hand washing)
13.30 - 16.00	Wash Up (dishwasher and hand washer)
10.30 – 13.30	Hot and Cold drinks preparation and service
13.30 - 15.30	Hot and Cold drinks preparation and service
12.30 - 14.00 Approx	Waiting/Clearing Tables (Starter & Main delivery only)
13.30 - 15.30	Waiting/Clearing Tables (Clearing Main onwards)
11.30 - 16.00	Hosting at Dining Room Tables
09.30 - 16.00	Hosting Volunteer's Room
CLEAR UP DAY – Thursday 27th December	
09.30 – 12.00	Clear-up of Kingswood School – Decorations – Signage
MEAL CHOICE – Tuesday 25th December	

Traditional Vegetarian Diabetic Gluten-Free Other (pls advise)

IMPORTANT NOTES

- 1. A VOLUNTEERS' MEETING** to explain how the event is organised, your part in it, and for you to meet the organisers, section supervisors and other volunteers is held on **Wednesday 12th December at 8.30pm** at Central United Reformed Church Halls, Grove Street, Bath. We require all appointed volunteers to attend this meeting, please.
- 2. MORNING DRIVERS** will be told who to collect during the week before Christmas. This may seem very late, but the final guest list will not be confirmed until close to Christmas Day. **Please contact your passenger(s) as soon as possible.** If you are unable to contact a passenger, or have any other difficulty, please contact transport@bathopenchristmas.com as early as possible. When collecting passengers, please make sure they have their house key with them before they leave home.
- 3. AFTERNOON DRIVERS** should be prepared to take whoever needs transport at that time to whichever destination. Ensure you know where your passengers live before leaving, as some of them sometimes forget the way (SatNav and Torch are very useful). Please also make sure they still have their house key and other possessions with them!
- 4. TRANSPORT** There is no public transport on Christmas Day. Therefore, you must walk, beg a lift or drive your own car. Please park on the main road or Fonthill Road, the turning off Lansdown Road immediately above the School. **Do not park in front of the School Buildings**, this space is used only for the dropping off and collecting of guests.
- 5. IT'S A PARTY** The day is for all to enjoy, so Christmas jumpers and festive outfits are applauded!
- 6. REFRESHMENTS** All Volunteers are provided with a free Christmas Lunch on Christmas Day. If your shift starts in the morning you will receive lunch after your shift is over. If your shift starts in the afternoon please arrive an hour earlier so you can eat prior to your shift. Only Table Hosts are served lunch alongside the guests on their tables, all other volunteers must eat their lunch in the dedicated volunteer room. Hot and cold drinks are available throughout the day in the Volunteer's Room.
- 7. DONATIONS** We do not ask for any contribution towards the costs of the day, as you are already giving your time. If you would like to make a donation, please send a cheque, made payable to 'Churches Together in Bath – Open Christmas' to: Carolyn Bruce-Jones, Amoril House, 278 High St, Batheaston, BA1 7RA. Any donations on the day can be given to Roger, the Volunteer Co-ordinator.
- 8. GDPR** By supplying your information you agree to our using your details to contact you by email, telephone or post, as you indicate below, in relation only to your application to volunteer at Bath Open Christmas. We will hold your details for 14 months, allowing us to contact you the next year only to see if you wish to participate. We never issue your information to anyone else and never use it for any marketing purposes. You can request your details be removed from our lists by contacting Roger, the Volunteer Co-ordinator at volunteers@bathopenchristmas.com at any time. Full details of our Privacy Policy can be found online at www.bathopenchristmas.com.

I agree to being contacted by you via : Email Telephone Post

8. CONTACTS Should you for any reason not be able to attend and do your volunteering please let Roger know at: volunteers@bathopenchristmas.com

Other useful information

Team Leader: David: chairman@bathopenchristmas.com 07850 623574
Guest Bookings: Brian: guests@bathopenchristmas.com 07392 974405 / 01225 858488
Volunteer Co-ordinator: Roger: volunteers@bathopenchristmas.com
Transport Co-ordinator: Mark: transport@bathopenchristmas.com