16th September 2018 – Family Culture Day at Catton Park

**Volunteer Brief:**

Thank you very much for agreeing to volunteer at this special event which aims to bring different people in Norfolk of different cultures together.

Arrival – Please arrive at 9am and take public transport or car share where possible. If you are able to, it would be useful if you could park on Oak Lane to leave the car parks within the park free for visitors to the event.

The event starts at 11am and will include a variety of activities, entertainment and food from around the world. There will also be key points of interest you are likely to receive enquires about; toilets, parking, refreshments, and the quiet prayer space.

Toilets - There will be toilets available in Hayman Lodge and also additional portaloos being brought into the park.

Parking - Parking is available near the gates on Oak Lane and at Hayman Lodge.

Refreshments - There will be tea/coffee being provided in Hayman Lodge as well as mobile catering in the following cuisines: Vegetarian, Asian, Portuguese, Caribbean and an African spice trader.

The Quiet Space – This is to be used by those wishing to participate in prayer and meditation. The specific prayer starting time for the Muslim religion during the event is between 12:50 and 13:00, and in Hebrew religion there is a prayer at 15:00. Please be aware of any noise around this area as it is meant to be a place of quiet prayer and respect must be shown in this marquee. Please ask people to step away from the marquee in the case of a disturbance.

In order to respect other cultures, please ask anyone with a loose dog to keep it on a lead for the event time.

Also anyone not wishing to have their photograph taken should be sent to Hayman Lodge for a rainbow coloured Heritage Open Days sticker.

The first aider for the day is the gentleman running the Bushcraft activity, and also Molly. If there are any emergencies, obviously call 999 and let Sarah or Chloe know.

Please familiarise yourself with the map below to understand where things are going to be placed around the park on the day.

MAP

Volunteers will be needed for the following tasks, and I have assigned them to specific individuals below.

9am – 11am: Set up including marquees, tables and signage **- Everyone**
11am – 4pm: Handling Entertainment Slots **– Sarah & Compere volunteer**
11am – 4pm: Running kids craft stands **–** BDC (max. 2 people)
(10 mins before each allocated prayer and during prayer) Quiet space – Keeping away disruptions from this area – Linden/ NGT Volunteer
11am – 2pm: Welcomers - handing out maps and asking for feedback (at top and bottom of park) – Guides (max. 3 people)
11am – 4pm: Drawing competition and exhibition – to oversee this activity – NGT volunteer (1 person)
11am – 4pm: Drawing the Repton Landscape art workshop – FOCP volunteer (1-2 people)
1pm – 4pm: Evaluation work – Encouraging people to do the survey but also someone collecting audio feedback – Guides (2 people)
Parking Stewards?
4pm – 5pm: Close of event and dismantle of marquees, tables etc - **Everyone**

**Above all, please remember to be respectful of other people’s religions and cultures, and help with enquiries as politely as possible.**

**If you have any questions or can no longer volunteer, please call Chloe on XXX (Mon-Fri) or XXX (at the event weekend)**

**Thank you for your help.**