

2017 Telethon – Newstead House

By the River Volunteer Brief



Event Details			
Event Name	Telethon 2017 – Newstead House By the River with Jazz & Food	Date	Sat 4 November 2017
Venue	Newstead House	Time	3pm – 8pm
Location	Newstead Park, Cnr Newstead Avenue and Breakfast Creek Road	Volunteers	4
Event Overview	<p>Newstead House has kindly invited the Children’s Hospital Foundation along to it’s extremely popular monthly By the River Session with Jazz & Food to collect donations and promote the 2017 Channel Nine Telethon.</p> <p>The afternoon attracts 1500 - 3000 people who enjoy an afternoon of smooth Jazz sounds as well as some of Brisbane’s best Food Trucks sure to please even the fussiest foodie. Newstead’s By the River with Jazz & Food is a ready-made audience and target market to advertise the 2017 Telethon happening on Saturday 18 November.</p> <p>We are grateful to Newstead House to allow us to have Children’s Hospital Foundation staff and volunteers bringing a voice and adding some colour with face painters, and balloon artists to the grand dame as the community swoons to the Jazz tunes and keeps cool by the Brisbane river.</p>		
Your role	<ul style="list-style-type: none"> • Set up (marquee, banners, flags) • Prepare balloons on sticks and ribbons to give away • Collection with buckets and promoting the Telethon 2017 of 17 - 18 November “<i>Sick kids need your help this November</i>” • Pack down (banners, collateral) • Money handling – two volunteers and staff at all times <p>PLEASE INFORM JULIANA NEWMAN IF YOU ARE UNAVAILABLE OR RUNNING LATE FOR THE EVENT ON 0411 203 303</p>		
Guest interaction	<ul style="list-style-type: none"> • Introduce yourself to each table/walk through the crowd and ask if they would like to make a donation to the Children’s Hospital Telethon 2017 appeal... aiming to raise \$11M • Engage with guests in a friendly and familiar way • Don’t be forceful or rude • Don’t make guests feel guilty • Remain courteous and positive at all times 😊 		
Transport / Food	<p>Volunteers are urged to arrange transport to and from the venue.</p> <p>Uber promotional vouchers TBC at the end of the event.</p> <p>Please use Translink to plan your journey. Please note that there is on street parking available in the surrounding streets of Newstead House.</p> <p>Please bring a water bottle and food trucks are available for food purchases on the afternoon.</p>		
Dress Code	Please wear your green volunteer polo with jeans and comfortable covered shoes for the afternoon.		

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Event management details		
Role	Name	Phone / Email
CHF Event Officer	Juliana Newman	M:0411 203 303 P: 07 3606 6177 E: Juliana.newman@childrens.org.au
Newstead House Liaison	Jennifer Garcia Communications & Programming Manager, NEWSTEAD HOUSE	P: 07 3216 184 M: 0417 177 965 E: jennifergarcia@newsteadhouse.com.au
Telethon Mascot	Theodore Teddy	CHF Volunteers TBC
Fundraising	CHF Collection buckets and Telethon promo material	See event run sheet below
Photos / Media	Channel Nine will be notified	CHF camera / social media TBC

Run Sheet (brief) <i>* program is subject to change</i>	
Time	Detail
FRIDAY 3 November	
9.00am	<ul style="list-style-type: none"> • Theodore Mascot suit • CHF marquee • table and chairs • pack event box • DL telethon flyers • Banners • tear drop flags • table cloth • buckets • balloons, sticks, ribbon, balloon pump • camera
4.00pm	Pack car and sign out keys
SATURDAY 4 November	
2.30pm	Collect CHF car and travel Newstead House
3.00pm	CHF Volunteers, entertainment arrive and sign in, briefing
	Event set up – Marquee, tables collateral
3.30pm	All set for Event start
4.00pm	Start collecting, distributing DL Telethon flyers, giver out balloons
5.00pm	Theodore suit up and commence greeting community TBC
6.10pm	Recommence collecting, distributing flyers and selling raffle tickets
7.30pm	Commence pack down
8.00pm	Event close and travel back to CHF