



City & Milton Corporate Collections Volunteer Brief

What is Telethon?

The Channel Nine Telethon is a state wide appeal broadcast live on Channel Nine from 7pm Saturday, 18 November 2017.

Funds raised will help the Children's Hospital Foundation work wonders for sick kids by funding life-saving medical research, investing in equipment and providing comfort, entertainment, family support and care programs. Donations can be made by:

- calling 1800 909 900
- online at www.9telethon.com.au
- making a pledge at your local BOQ branch



Event Overview – City Corporate Collections (Groups 1 & 2)

Information	
When	Friday 17 November 2017
Where	Brisbane CBD
What	The Channel Nine Telethon Corporate Doorknock is a 'door to door' collection, visiting selected supporters of the Children's Hospital Foundation. On Friday 17 November, we'll be visiting selected businesses across Brisbane to collect vital donations as part of the Channel Nine Telethon.
Contact	<p>If you have questions, are sick or are unable to attend your rostered shift, please notify the Volunteer Manager as early as possible by:</p> <ul style="list-style-type: none"> • Up until 5pm of the day before event email Telethon Volunteer Manager at telethon@childrens.org.au or call 3606 6100 during business hours only. • On the Day – Friday 17 November 2017 call your Event Manager as noted in following Key Contacts List
Meeting Point	7:30am 480 Queen Street, Reception, Queen Street Entrance, Brisbane (by Terra Firma Coffee) You must sign in on arrival.
Parking/Transport	<ul style="list-style-type: none"> • Please make your own arrangements ensuring you arrive to your shift on time. We strongly encourage either being dropped off or catching public transport. • To find train and bus times please use Translink journey planner http://translink.com.au
What to wear	Wear jeans/pants and comfortable closed in shoes. You will be given a pink Telethon / green Children's Hospital Foundation volunteer t-shirt on the day.
Meals	Water will be provided.
Storage	Please leave valuables at home. Channel Nine Telethon and Children's Hospital Foundation takes no responsibility for the loss or damage of any personal items.
Mobile phones	<ul style="list-style-type: none"> • Are only to be used in the case of emergency • Unless they are required please leave them <u>on silent</u> in your bag
Expectations and responsible behaviour	As a volunteer, you will be representing the Children's Hospital Foundation at this event and liaising with some high profile people and donors. Please ensure that you conduct yourself in a professional, courteous and friendly manner.
Incident and Risk Management	<ul style="list-style-type: none"> • In the case of an emergency please follow the directions of venue staff. • Please report any incidents on shift to the Event Manager as soon as possible



Event Overview – Milton Corporate Collections (Group 3)

Information	
When	Friday 17 November 2017
Where	Sunsuper Contact Centre, 30 Little Cribb St, Milton, QLD, 4064
What	The Channel Nine Telethon Corporate Doorknock is a 'door to door' collection, visiting selected supporters of the Children's Hospital Foundation. On Friday 17 November, we'll be visiting selected businesses across Brisbane to collect vital donations as part of the Channel Nine Telethon.
Contact	<p>If you have questions, are sick or are unable to attend your rostered shift, please notify the Volunteer Manager as early as possible by:</p> <ul style="list-style-type: none"> • Prior to the day Before 5pm, Friday 17 November 2017 email Telethon Volunteer Manager at telethon@childrens.org.au or call 3606 6100 during business hours only. • On the Day – Friday 17 November 2017 call your Event Manager as noted in following Key Contacts List
Meeting Point	11:30am Sunsuper Contact Centre, 30 Little Cribb St, Milton, QLD, 4064 You must sign in on arrival.
Parking/Transport	<ul style="list-style-type: none"> • Please make your own arrangements ensuring you arrive to your shift on time. We strongly encourage either being dropped off or catching public transport. • To find train and bus times please use Translink journey planner http://translink.com.au
What to wear	Wear jeans/pants and comfortable closed in shoes. You will be given a pink Telethon / green Children's Hospital Foundation volunteer t-shirt on the day.
Meals	Water will be provided.
Storage	Please leave valuables at home. Channel Nine Telethon and Children's Hospital Foundation takes no responsibility for the loss or damage of any personal items.
Mobile phones	<ul style="list-style-type: none"> • Are only to be used in the case of emergency • Unless they are required please leave them <u>on silent</u> in your bag
Expectations and responsible behaviour	As a volunteer, you will be representing the Children's Hospital Foundation at this event and liaising with some high profile people and donors. Please ensure that you conduct yourself in a professional, courteous and friendly manner.
Incident and Risk Management	<ul style="list-style-type: none"> • In the case of an emergency please follow the directions of venue staff. • Please report any incidents on shift to the Event Manager as soon as possible



Key Contacts List

Key Contacts		
Name	Role	Phone
Laurie Johnston	Corporate Doorknock Campaign Manager & Group 1 Manager	0401 859 105
Juliana Newman	Group 2 Manager	0411 203 303
Sarah Collie	Group 3 Manager	0479 062 215

Details of your role

Your role will be to help collection donations as part of the appeal. You may either be collecting in a group of volunteers or assisting our Entertainers by collecting while they perform. You will be given a collection bucket on the day and you may be given an EFTPOS machine to take credit card payment. You will be fully briefed on how to use the EFTPOS machine in your morning briefing prior to collections.

Run Sheet

The following is a brief overview of what will be happening on the day. Mixed in amongst the below major moments, there will be music, puppies and more!

City Corporate Collections: Group 1 Run Sheet (subject to change)		
Time	Description	Who
Morning		
7:30am - 8.00am	Event briefing - 480 Queen Street	Laurie Johnston
8.00am - 9:10am	Foyer collections - 480 Queen Street	Laurie Johnston
9:10am - 10:45am	Collections rooftop activation - 480 Queen Street	Laurie Johnston
10:45am - 11:40am	Office collections -12 Creek Street, Brisbane	Laurie Johnston
11:40am - 12:00pm	LUNCH BREAK (Only for volunteers doing the morning and afternoon shift)	Laurie Johnston
Afternoon		
12:00pm - 2:30pm	Foyer collections - Waterfront Place, 1 Eagle Street, Brisbane	Laurie Johnston

City & Milton Corporate Collections

Volunteer Brief



City Corporate Collections: Group 2 Run Sheet (subject to change)		
Time	Description	Who
Morning		
7:30am - 8am	Event briefing - 480 Queen Street	Laurie Johnston
8am - 9:00am	Foyer collections - 480 Queen Street	Laurie Johnston
9:20am - 10:20am	Office collections - 10 Eagle Street, Brisbane	Juliana Newman
10:35am - 11:35am	Office collections - Waterfront Place, 1 Eagle Street, Brisbane	Juliana Newman
11:40am - 12:00pm	LUNCH BREAK (Only for volunteers doing the morning and afternoon shift)	Juliana Newman
Afternoon		
12:00pm - 2:30pm	Eagle Street Pier Activation – Eagle Street Pier	Juliana Newman

Milton Corporate Collections: Group 3 Run Sheet (subject to change)		
Time	Description	Who
11:30am - 12:00pm	Event briefing	Sarah Collie
12:00pm - 1:30pm	Sausage Sizzle collections	Sarah Collie

Have fun, enjoy yourselves
Create excitement and atmosphere...Thank you!