



# LCCH Telethon Screening 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](http://www.9telethon.com.au)
- making a pledge at your local BOQ branch



## Event Overview

| Information                                   |   |
|---|---|
| <b>When</b>                                   | Saturday 18 November 2017<br>Starting 4pm - <b>please arrive 10min prior for registration.</b><br>See confirmation email for end time   |
| <b>Where</b>                                  | Lady Cilento Children's Hospital, 501 Stanley Street, South Brisbane  |
| <b>What</b>                                   | For the first time ever, we are bringing Telethon to the hospital! We will be showing the pre-show (5pm-6pm documentary showing a day in the life of Lady Cilento Children's Hospital) and Telethon (from 7pm) on the screens located in the Level 2 main foyer. There will be food, entertainers and of course the live TV screening.  |
| <b>Contact</b>                                | If you have questions, are sick or are unable to attend your rostered shift, please notify the Volunteer Manager as early as possible by: <ul style="list-style-type: none"> <li>• <b>Prior to the day – before 5pm on Friday 17 November 2017</b><br/>email Telethon Volunteer Manager at <a href="mailto:telethon@childrens.org.au">telethon@childrens.org.au</a><br/>or call 3606 6100 during business hours only.</li> <li>• <b>On the Day - Saturday 18 November 2017</b><br/>call your Event Manager as noted in following Key Contacts List</li> </ul> |
| <b>Meeting Point</b>                          | Please report directly to <b>2B</b> to sign in and assist with event set up as needed.  |
| <b>Parking/Transport</b>                      | <ul style="list-style-type: none"> <li>• Please make your own arrangements ensuring you arrive to your shift on time.</li> <li>• Volunteer parking is available as per normal in the B4 carpark. The pin code is 045652. Please remember to ask the Event Manager for a validation ticket at the end of your shift.</li> </ul>  |
| <b>What to wear</b>                           | Wear jeans/pants and comfortable closed in shoes. You will be given a pink Telethon volunteer t-shirt on the night. You are welcome to dress up in crazy hats, wigs and accessories to build colour and excitement at the hospital.   |
| <b>Meals</b>                                  | Water and food will be provided.  |
| <b>Storage</b>                                | You will be able to leave your personal belongings in a volunteer locker in 2B.   |
| <b>Mobile phones</b>                          | Please leave them <u>on silent</u> in your locker.  |
| <b>Expectations and responsible behaviour</b> | As a volunteer, you will be representing the Children's Hospital Foundation at this event and liaising with patients and families. Please ensure that you conduct yourself in a professional, courteous and friendly manner.  |
| <b>Incident and Risk Management</b>           | <ul style="list-style-type: none"> <li>• In the case of an emergency please follow the directions of hospital staff.</li> <li>• Please report any incidents on shift to the Event Manager as soon as possible</li> </ul>  |

## Key Contacts List

| Key Contacts          |                                  |           |
|-----------------------|----------------------------------|-----------|
| Name                  | Role                             | Phone     |
| <b>Kathy Pattison</b> | Event Manager (4.00pm – 10.30pm) | 3068 1662 |



## Details of your role

### Event support

Your role is to help oversee the event activities, manage suppliers and interact with the patients and families enjoying the show.

### Performers

We have a few entertainers who will be at the event. Your role will be to ensure they follow the 'Event Guidelines - Roving Unit Visitors', have breaks and side of stage for their performance times.

### Food service

Volunteers will be serving popcorn and choc tops, generously donated by Event Cinemas. We only have limited supplies so please limit to one serve per person. Please use gloves. **Food must only be given to the parent or guardian of a child. No food can be handed to a child.**

### Craft station

There will be a small craft station with activities. Volunteers will need to facilitate these activities and help kids with their projects. Samples of each activity will be ready for you when you arrive on shift.

### Event set up / break down

You will be required to assist the Event Manager in setting up the event and packing up at the end of the night. The Event Manager will advise you on the night of what tasks need to be done.

| Run Sheet (brief) |  |
|-------------------|--|
| Time              | What   |
| 4:00pm            | Staff & volunteers onsite - Set up event   |
| 4:30pm            | Suppliers begin to arrive   Kathy to brief on arrival  |
| 4:45pm            | Patients and families begin to arrive  |
| 4:55pm            | Screen content changes to Channel Nine   |
| 5:00pm            | Event commences   Pre show documentary on screen   |
| 5.00pm-7.00pm     | Dinner served – Zambrero catering  |
| 7.30pm            | Dessert served – Event Cinemas catering  |
| Various           | <b>Ambient Entertainment</b><br>Face painting   501 <sup>st</sup> Troopers   Craft   |
|                   | <b>Screen and stage</b><br>5.00pm-6.00pm Screen: Pre Show documentary<br>5.00pm-6.00pm Entertainment: Felicity Kircher (singer) – ad break songs<br>-----<br>6.00pm-6.50pm Screen: Telethon Logo<br>6.00pm-6.30pm Entertainment: The Proudfoots (stage show)<br>6:40pm-6:50pm Entertainment: IKIN Dance (stage show)<br>-----<br>6:50pm-10.00pm Screen: Telethon<br>7.00pm-8.00pm Entertainment: Cheeky Monkey (act) – ad break pop up shows |
| 10.00pm           | Event close   Bump out   |

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