



# Southbank on the Green 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

# Southbank on the Green

## Volunteer Brief



## Event Overview

Information	
<b>When</b>	Sunday 12 November 2017   1.00 – 5:00pm Please arrive 15 min prior for registration.
<b>Where</b>	<a href="#">Sunday Session – River Quay Green</a> , Southbank (southern end near Popolo)
<b>What</b>	<p>The main objective for this activation is to raise awareness and for the public to tune into the Channel Nine Telethon on Saturday 18 November. We will be distributing flyers that detail promotional messaging.</p> <p>About the event: There is no better way to enjoy our city's world-class climate than a relaxing Sunday session at Brisbane's most spectacular river front destination: <b>River Quay Green</b></p> <p>Finish your weekend on the right note with live music performances, lawn games and funky chill out seating on the lush River Quay Green every Sunday afternoon. This weekly event will showcase the soft and smooth tunes of some of Brisbane's best musicians, all set against the backdrop of the Brissie skyline.</p>
<b>Contact</b>	<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"> <li>• <b>Prior to the day Before 5pm, Friday 10 November 2017</b> email Telethon Volunteer Manager at <a href="mailto:telethon@childrens.org.au">telethon@childrens.org.au</a> or call 3606 6100 during business hours only.</li> <li>• <b>On the Day - Sunday 12 November 2016</b> call your Event Manager as noted in following Key Contacts List</li> </ul>
<b>Meeting Point</b>	River Quay, Southbank – outside Popolo Restaurant On the Green
<b>Parking/Transport</b>	<ul style="list-style-type: none"> <li>• Please make your own arrangements ensuring you arrive to your shift on time. Please note there is public parking underneath via Southbank Parklands entrances off Grey Street.</li> <li>• To find train and bus times please use Translink journey planner <a href="http://translink.com.au">http://translink.com.au</a></li> </ul>
<b>What to wear</b>	Wear jeans/pants and comfortable closed in shoes. You will be given a pink Telethon Children's Hospital Foundation volunteer t-shirt on the day.
<b>Meals</b>	Water and snacks will be provided.
<b>Storage</b>	Please leave valuables at home. You will be able to store a small bag at the event site in an unsecured area. <b>Channel Nine Telethon and Children's Hospital Foundation takes no responsibility for the loss or damage of any personal items.</b>
<b>Mobile phones</b>	<ul style="list-style-type: none"> <li>• Are only to be used in the case of emergency</li> <li>• Unless they are required please leave them <u>on silent</u> in your bag</li> </ul>
<b>Expectations and responsible behaviour</b>	As a volunteer, you will be representing the Children's Hospital Foundation at this event and liaising with members of the public. 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 venue 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
Lauren Hannam	Head of Partnerships CHF	0405 734 492
Sonja Wallis	Telethon Event Manager	0407 489 844
Juliana Newman	Telethon Support Officer	0411 203 303

## Details of your role

- Set up marquee and banners
- Distribute Telethon Flyers
- Prepare balloons on sticks and ribbons to give away
- Collection with buckets and promoting the Telethon 2017
- Pack down marquee, banners, collateral and help load car

## Run Sheet

The following is a brief overview of what will be happening on the day.

Run Sheet (brief – subject to change)	
Time	Description
12:30pm	Collect CHF car and bump into River Quay, South Bank
1:00pm	Volunteers arrive River Quay, South Bank
1.15pm	Sign in; change into Telethon T-Shirt; familiarise with space
1.15 – 1.30pm	Set up marquee, flags, flyers, balloons and collection buckets
1:45pm	Briefing from Event Manager
2:00pm	Event Start – CHF set to engage Sunday Session audience
5.00pm	Event Finish – commence pack down
5pm - 5:15pm	Pack car and volunteers sign out
5.30pm	Event Manager – deposit cash at Foundation and leave car

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