Bleached – Tania Kovats

Event Manager Briefing

Opening Up

You will have a key to Block C. Please take care of this and make sure you don’t lose it. We will also leave one spare key at Humber Street Gallery in their key box. If you use this key please make sure you put it back there at the end of your shift.

When arriving at the space please make sure it’s clean and presentable. There is a hoover at Humber Street Gallery you can borrow if the space needs to be cleaned.

You can also pick up a radio from Humber Street Gallery this means you will be able to contact them if you have any issues throughout the day. You can pick up the radio from them on the first floor.

Please then text Hannah to say you’ve opened up the space on 07500838553.

**Monitoring and Evaluation**

We need to keep count of the number of people that have been through the space. You will be given a clicker and must keep a record of the number at the end of the day. When you have volunteers on shift you can give the clicker to them if you wish but please explain how to use it.

You will also have postcards which you can give out to members of the public at the exhibition to write their contact details on for us to send them a survey about the exhibition please collect them back from them and keep them safe.

**Building Alarm**

Occasionally at the weekend when you first arrive the building alarm may go off. I will show you where the box is to enter this is. The code for the alarm is 160517.

If you’re unable to get the alarm to stop you can ring the property supervisor – Brigham on 07730488154. Please explain that you’re ringing from the city of culture and explain the issue you are having with the alarm.

**If you’re ill or unable to make a shift**

If you could give as much notice as possible if you think you are unable to make a shift that would be great as it would allow us to arrange cover. Please contact Hannah or another member of the team if she is on leave as early as possible on the day.

Hull 2017 Volunteers

You will have Hull 2017 volunteers on shift on Saturdays and Sundays.

Their shift times are:

Shift 1 time: 10:00-13:30

Shift 2 time: 13:15-16:45

Registers will be sent over to you in advance on the Saturday and Sunday. Volunteers need to be ticketed off the list when they arrive and then registers should be sent back to the volunteering team at the email address provided.

They have all received a briefing document in advance but when they arrive please sign them into their shift and then show them around the space and explain the work to them.

Please mark each volunteer off the register when they arrive. We have requested three volunteers per shift. We have done this because you must have at least two volunteers on shift at any time. Volunteers must be in uniform when they arrive. Once they have signed in with you they will go back to the atrium to wait for other volunteers on their shift.

**Bleached Leaflet**

From the second weekend there will be leaflets available to give out to members of the public. When it’s quiet you can send volunteers in pairs to Humber Street to hand out leaflets.

If someone turns up for shift that is not on the register and they are in uniform and think they are meant to be working our normal protocol is to add their name to the bottom of the register and let them be on shift. It’s normally just a mistake on the register but if you have this happen a few times or with the same person please do contact us.

If anyone needs to leave before the end of their shift let them know that it’s ok.

**Tea/Coffee**

Volunteers will be entitled to one free tea or coffee from Nibble during their shift. I will pass on details of how they claim this.

At the end of a shift volunteers should sign out again with you. Please thank them for volunteering.

**Event Report Form**

Please fill out an event report form every day – Hannah will email this over and also bring paper copies to the gallery.

Your first point of contact should be:

Hannah Williams Walton (please note Hannah is on leave 18th - 28th August & 15th – 25th of September – please contact Claire Drury during this time – details below)

07500838553

[Hannahwilliamswalton@hull2017.co.uk](mailto:Hannahwilliamswalton@hull2017.co.uk)

Hazel Colquhoun (please note Hazel is on leave 12- 28 August)

07970664712

[mail@hazelcolquhoun.com](mailto:mail@hazelcolquhoun.com)

Claire Drury (Main Contact 18th – 28th August)

07517443964

[Claire.drury@hull2017.co.uk](mailto:Claire.drury@hull2017.co.uk)

Andrew Knight

07801260503

[aknight@aknight.karoo.co.uk](mailto:aknight@aknight.karoo.co.uk)

Sam Hunt

07968855187

[Sam.hunt@hull2017.co.uk](mailto:Sam.hunt@hull2017.co.uk)