**Epicycle - Briefing Notes**

**Volunteer schedule:**

19:30 - Arrive and sign in and role allocation

19:45 - Main briefing starts

20:15 - Main briefing ends

20:15 - Briefing for specific roles

20:30 - Volunteers into position

21:30 - Show starts

22:30 - Show finishes

23:00 - Volunteers sign out

**Volunteer Briefing:**

1: Introductions

2: The Event

3: Volunteer Roles

4: Health & Safety

5: Questions

6: Site walkaround

**1: Introductions**

Sarah: Volunteer Event Lead

Role:

* Onsite coordination of volunteers
* Provide volunteers with the information required to carry their role within in the project's guidelines.
* Promote safe welfare of volunteers
* Ensure that the volunteers have an enjoyable experience

Onsite mobile contact number has been provided.

Continuously mobile during volunteer deployment.

**Team introduces themselves and role**

Present:

Lily – Assistant Producer

Hannah – Producer

Katy – Exec Producer

* Apologies for not introducing all volunteers present due to large volume and time restrictions.

**2: The Event**

**Hannah to talk about the event**

Epicycle is a large scale touring outdoor circus show by CirkVOST, a collective of 13 people founded in 2007 by experienced circus artists (most of them coming from the famous company “les arts sauts”). The show is inspired by comic books and performed on a bespoke circus rig - a 13.5 m double circle rising from the ground. Within this 'wheel' eight acrobats and a live musician perform. The show has been touring since 2010 playing in indoor venues, outdoor locations or within a circus tent. Epicycle played in the UK as part of Piccadilly Circus Circus on 2 September 2012.

The show is driven by the live music, performed by a musician housed within a sphere alongside the structure, while the rest of the cast perform on the rig using a range of aerial techniques. There is a deck chair area on either side of the structure - in total there are 500 deckchairs available for the public. This is done on a first come first serve basis. There is also a large area either side for standing room.

Key messages

Starts at 9:30pm

It's free

Suitable for families

Deckchairs are first come first serve (apart from a very small number that will have reserved signs on)

It lasts an hour

Social media: #hull2017

**Show Schedule:**

20:30 – Deployed to position

21:30 – Show starts

21:45 – Volunteers allowed to watch the show?

22:20 – back into positions

22:30 – Show ends

23:00 - Sign out.

**3: Volunteer Role**

**Wayfinders**

Stationed at various locations across site.

The majority of locations are just outside & inside entrances around the park's perimeter with some along the path from Walton Street Car Park into the site.

Give everyone a big warm welcome and you can really set the tone for the event.

**Know your area.**

Information that people will need:

Directions to the closest entrance

Show times

Directions to facilities/welfare/toilets/car park/local shop

When you arrive at your position - check out and see where you're closest steward is. - Yellow hi-vis.

**Meet & Greet:**

Inside the Gates – on the event site

Directing people to the gathering area.

Answering questions (as above)

**Access Support:**

\*You will receive role specific briefing from Lily following the site walk around.

Supporting any audience members with access needs from blue badge parking to the static performance area in the park and advising on best vantage points depending on their needs.

2 - Blue Badge Parking (40 Car spaces each night)

2 - Accessible Area - Chairs (26 Chairs each night)

2 - Accessible Area - Space for people using a Wheelchair (10 spaces per night)

2- People on the path from Blue Badge Parking to show people to the Accessible Area

**Monitoring and evaluation:**

\*You will receive role specific briefing from Pippa following the site walk around.

Collecting audience feedback – Check with Pippa

**4: Health & Safety**

First rule of H&S - Look after yourself

* Uniform check – weather.
* Late finish, know how you're getting home.
* Sign in - Important so we know who is on site during the event.
* Sign out – So we know that you've set off home safely. - I will phone you...
* Stay in your teams – regardless of how familiar you are with area. It's about looking after yourself and each other – stay together. When you're in a groups it's easier to deal with an incident.
* Contact me using number on the sheet \*\*\*
* Get familiar with your surroundings and identify your closest steward. Should an incident occur, they will be your first point of contact.

**Potential incidents:**

\* An injury to or illness of another volunteer or member of the public

\* Any safety issues e.g. trip hazards, lights not working, particularly slippy pathways

\* A child or person with care needs reports to you as lost

\* A parent or guardian reports to you regarding a lost child or person with care needs

\* Any comments or complaints from members of the public

**Dealing with an incident:**

* Identify what the incident is, what the impact is and who it impacts.
* Don't put yourself in any danger
* Stay calm
* Notify a steward, if a steward is unavailable - phone me.
* Take the advice given.

**Lost Child:**

* A child appearing to be lost should be approached and asked if they know where their parents/guardians are.
* If a steward is visible from your, take the child to a steward. Do not move far away from that location.
* You must stay in your group, so you all go. Don’t be on your own with a child.
* If you don't have visibility of a steward, call me.

**Parent lost a child:**

* Take them to a steward/ call me
* Direct them to the welfare point (if it’s closer)
* A search will be organised.

If you are concerned about anything, regardless of how small it is - don’t be afraid to notify me or one of the stewards.

The stewards are first aid trained and SIA certified, they're trained to deal with crowd management and emergences - **crowd management is not your job.**

* A solid team backing you up in the event of any emergency.

Site evacuation Muster Point\*\*\*

**Last rule of happy and super – Enjoy it!**