



## VOLUNTEER INFORMATION SHEET

	Variety Kids Xmas Party – <b>Set up day</b>
<b>Address</b>	International Convention Centre Sydney Darling Harbour, 14 Darling Drive, Sydney
<b>Date</b>	Monday 20th November 2023
<b>Contact on the day</b>	Georgia Kelly - <a href="mailto:events@variety NSW.org.au">events@variety NSW.org.au</a>
<b>Parking</b>	Parking is available at P1 or P2; other parking stations are within easy walking distance. Fees will apply.
<b>Your shift times</b>	8.45am-3.00pm

### Your Role and Duties

- Unloading props and décor.
- Decorating the venue.
- Assisting the LOVs with event set up and preparation.
- Heavy lifting & flexibility in roles required.

### END OF EVENT

- Throw away rubbish.
- Tidy and leave area as it was found.

### Checklist

- Bring valid Photo ID (passport or Australian driving licence) for approval on the day.
- Plan your trip — please allow plenty of time to get to the ICC and complete your check in.
- Wear closed-toe shoes, compulsory hi-vis vests provided on arrival by LOVs, to be returned on departure.
- Bring plenty of energy and smiles, ready to help these special kids have an incredible day.
- Light catering and refreshments will be supplied. Please supply own lunch especially if you have any dietary requirements.



## VOLUNTEER INFORMATION SHEET

	Variety Kids Xmas Party – <b>Party Day</b>
<b>Address</b>	International Convention Centre Sydney Darling Harbour, 14 Darling Drive, Sydney
<b>Date</b>	Tuesday 21st November 2023
<b>Contact on the day</b>	Georgia Kelly - <a href="mailto:events@varietynew.org.au">events@varietynew.org.au</a>
<b>Parking</b>	Parking is available at P1 or P2; other parking stations are within easy walking distance. Fees will apply.
<b>Your shift times</b>	8.45am-3.30pm

### Your Role and Duties

- Volunteer briefing begins at 9am sharp at the main stage.

Activities such as:

- Amusement rides
- Face painting
- Sports
- Information
- Crowd control
- Lost children
- Petting zoo
- Liberty swing
- Be prepared to move activities as needed.
- Follow LOV's instructions and support where needed.
- Take advice from carers regarding children.
- Be respectful, friendly, and attentive with children.
- Allow time for children to adapt to new experiences.
- Encourage but don't pressure participation.
- Expect waiting times for activities.
- Maintain orderly queues and supervise behaviour.
- Encourage, assist, and entertain during long wait times.
- Stay in allocated space unless directed otherwise.

### END OF EVENT

- Assist in packing down event materials.
- Throw away rubbish.
- Tidy and leave area as it was found.

### Checklist

- Bring valid Photo ID (passport or Australian driving licence) for approval on the day.
- Plan your trip — please allow plenty of time to get to the ICC and complete your check in.
- Wear closed-toe shoes. compulsory hi-vis vests provided on arrival for bump in & bump out by LOVs, to be returned on departure.
- Bring plenty of energy and smiles, ready to help these special kids have an incredible day.
- Light catering and refreshments will be supplied. Please supply own lunch especially if you have any dietary requirements.

## **ABOUT THE VARIETY KIDS XMAS PARTY AND THE LADIES OF VARIETY**

The Variety Kids Xmas Party is an annual event where 5,000 disadvantaged children and carers can enjoy the spirit of the holidays. Organised by the Ladies of Variety (LOVs), the party gives families a much-needed break from the stresses of financial hardship or caring for a child with a disability, chronic illness or in need of critical care.

If you have any questions before the day or are unable to make it at short notice please contact Georgia Kelly at – [events@variety NSW.org.au](mailto:events@variety NSW.org.au).

## **GETTING TO THE INTERNATIONAL CONVENTION CENTRE (ICC) SYDNEY**

### **Darling Harbour, 14 Darling Drive, Sydney**

ICC Sydney is easily accessible by public transport, including light rail, ferry and train and is only a 10 minute walk from Central and Town Hall train stations. Paid parking is available and conveniently located within the Darling Harbour precinct.

For more information visit the ICC website: <http://www.iccsydney.com.au/visit-icc-sydney/getting-to-icc-sydney>. The Volunteer check in area is located on **Level 2 of the Exhibition Hall building**. There will be signage to direct you.

## **PARKING**

No free parking is available for volunteers. Parking is available at P1 or P2; other parking stations are within easy walking distance. Fees will apply.

## **REPORTING TIME**

Please report to the Volunteers' Desk at 8.45AM for check in. The Volunteers' desk will be at Level 2, Hall 2 of the Exhibition Hall Building.

Once checked in, you will be directed to the main arena for a briefing. A Lady of Variety will be your main contact and supervisor. Please be aware that your role and duties may change throughout the day. Please be flexible and willing to go where you are needed.

## **YOUR ROLE AND DUTIES**

You will be allocated a station on arrival, but please be prepared to move around to where the need is. There will be a Ladies of Variety supervisor for each station. Please follow their instructions and be of assistance. Please take advice of the carer/s in regard to their children and their abilities at all times and engage with the children in a respectful, friendly and attentive manner. Respond with sensitivity to children's behaviours. Allow time for children to accept and participate in as new experience. While encouraging participation, do not pressure a child to take part. Be aware that there will be waiting times for most activities, therefore try to keep the children interested. Maintain orderly queues and supervise behaviour in waiting time. You are there to encourage, assist, entertain when wait times are long, and generally enjoy yourself!

We will be asking that volunteers remain in their allocated space for the duration of the day, unless otherwise indicated. This is to ensure cohesion and effective briefing to each volunteer.

At the end of the event, please note that you will need to support the Ladies of Variety to break down your allocated station and will also be required for other possible duties which will be indicated to you by your direct Ladies of Variety supervisor or by the Volunteer Coordinator. We are expecting to be able to finish by around 3pm.