

# Spooky Halloween Disco - Volunteer Roster

See Roster & Run Sheet Below

Kia ora! We are in the process of finishing off the planning ahead of our **Spooky Halloween Disco** which will be held on **Sunday 29 October 2023 from 4pm - 7.00pm.**

*This is a super fun event which pulls hundreds of locals, so we need lots of hands on deck for both preparation ahead of the event, as well as in producing the event on the night and packing up afterwards.*

*If you have time/capacity/a desire to help out, we would greatly appreciate it and in exchange for your time we have some vouchers for the Vogelmorn Cafe! It would be ace if you could pass this on to your friends/whanau/communities so that we can get lots of hands on deck to make the day run as smoothly as possible :).*

*Please pop your name and contact details in the first column and **available** in the columns in which you are available to lend a hand :)*

Name + Contact Details	PRELIMINARY SET UP  3.15PM - 6.30PM  SATURDAY 28TH OCTOBER	FINAL SET UP  1PM - 4PM  SUNDAY 29TH OCTOBER	EVENT DELIVERY  4PM - 7PM  SUNDAY 29TH OCTOBER	PRELIMINARY PACK DOWN  7PM - 8.30PM  SUNDAY 29TH OCTOBER	FINAL PACK DOWN  10AM - 3PM  MONDAY 30TH OCTOBER
Jo Nixon Please message me via FB if you need to contact me		Available	Available/potentiall y		
Nick A			Available	Available	
Georgia Kahan 02102917552 gkahan.09@gmail.com		Available	Available (but may have to leave early)		
Laura Somerset <a href="mailto:lsomersea@gmail.com">lsomersea@gmail.com</a> 022 041 9467		Available	Available		
Miriam Tong 0273758220	Available				Available for 1-2 hrs
Faelan Sorenson 0224252331			Available	Available	

Name + Contact Details	PRELIMINARY SET UP  2.30PM - 6.30PM  SATURDAY 28TH OCTOBER	FINAL SET UP  1PM - 4PM  SUNDAY 29TH OCTOBER	EVENT DELIVERY  4PM - 7PM  SUNDAY 29TH OCTOBER	PRELIMINARY PACK DOWN  7PM - 8.30PM  SUNDAY 29TH OCTOBER	FINAL PACK DOWN  10AM - 3PM  MONDAY 30TH OCTOBER
Ali Osborne <a href="mailto:bec.ali.osborne@gmail.com">bec.ali.osborne@gmail.com</a> 0274914752	Available (but may have to leave early)			Available	
Lee Baker <a href="mailto:leebakernz1@gmail.com">leebakernz1@gmail.com</a> 0212500873	Available 3,00 to 6:30		Available 4.00- 7.00		
Raquel Gunman <a href="mailto:raquel.gunman@gmail.com">raquel.gunman@gmail.com</a> 021 024 22703	Available				Available
Anna + Dom Driver <a href="mailto:letannaknow@hotmail.com">letannaknow@hotmail.com</a>				Available	
Nicoletta Mancuso <a href="mailto:vogelmornbc@gmail.com">vogelmornbc@gmail.com</a> 027 260 4386		Available	Available	Available	Available from 12pm - 2pm
Lily Shanks <a href="mailto:vogelmornupstairs@gmail.com">vogelmornupstairs@gmail.com</a>		Available	Available	Available	
Phil Clatworthy & Kate Wilde	Available			Available	Available
Toby Gibson 02108562763					Available

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## **RUN SHEET 28th October - 30th October**

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### **PRELIMINARY SET UP**

#### **SATURDAY 28TH OCTOBER - 2.30PM to 6.30PM**

**Volunteers (5-7 needed):** Miriam Tong, Ali Osborne, Lee Baker, Raquel Gunman, Phil & Kate

**Tasks:**

- Move main decorations into the space
  - Set up Spooky tunnel
  - Set up side rooms (G & PG)
  - Bring kai into the kitchen (fridge + cupboards)
  - Set up signage around the building
  - Put up black divider curtain (separate dance floor from spooky tunnel)
  - Put up any big/difficult decorations
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### **FINAL SET UP**

#### **SUNDAY 29TH OCTOBER 1PM to 4PM**

**Volunteers (5 max needed):** Jo Nixon, Georgia Kahan, Laura Somerset, Nicoletta Mancuso, Lily Shanks

**Tasks:**

- Final decorations around the space - making it look spooooky
  - Assisting Smoked & Pickled in their space set up
  - Setting up bins with signage
  - Setting up glassware drop off with signage
  - Photobooth final set up
  - Donation Station set up
  - Ensuring any hazardous wires/equipment/tools are put away
  - Chopping up fruit for fruit cups
  - Making lolly bags
  - Any other food & drink prep
  - Setting up eftpos/cash box for koha food bar
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### **EVENT DELIVERY**

#### **SUNDAY 29TH OCTOBER 4PM to 7PM**

**Volunteers (7-10 needed):** Jo Nixon, Georgia Kahan, Laura Somerset, Nick A, Faelen, Lee Baker, Nicoletta Mancuso, Lily Shanks

**Tasks:**

- Checking lost children area
- Ensuring rubbish bins are cleared as needed
- General ushering around the space
- Spooky tunnel running (4 people needed across the 3 hours)

- Kitchen assistance
  - Glass clearing from glass drop off areas
  - Outdoor area checking - for injury, lost children
  - Dance floor hype!! Hop on the dancefloor and get the party going
  - Photo booth assistant
  - Hair gel/spray station running (2 people)
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## **PRELIMINARY PACK DOWN**

### **SUNDAY 29TH OCTOBER 7PM - 8.30PM**

**Volunteers (7-10 needed):** Jo Nixon, Georgia Kahan, Laura Somerset, Nick A, Faelen Sorenson, Ali Osborne, Anna & Dom Driver, Nicoletta Mancuso, Lily Shanks, Phil & Kate

#### **Tasks:**

- Ensuring rubbish bins are cleared as needed
  - Ensuring all glassware is brought to kitchen & washed
  - Moving any equipment over to the bowling club (as needed)
  - Packing down large decorations (spooky tunnel, curtain etc)
  - Outdoor area clean & clear - no rubbish, glassware or decorations to be left outside
  - All valuables to be stowed away appropriately
  - Vacuum & Mop (if there is time)
  - Clean Bathrooms (if there is time)
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## **FINAL PACK DOWN**

### **MONDAY 30TH OCTOBER 10AM - 3.00PM**

**Volunteers (5-7 needed):** Miriam Tong, Raquel Gunman, Nicoletta Mancuso, Phil & Kate

#### **Tasks:**

- Ensuring Hall is returned completely to original conditions
- Removing all decorations
- Disposing of all rubbish
- Vacuum floors
- Mop floors
- Clean bathrooms
- Take any boxes leftover to tip along with any rubbish