



KELSO - MARSHAL APPLICATION 12th & 13th July 2008

Note: Marshals must be 16 years and over/

PLEASE RETURN BOOKING FORM BY 13TH JUNE 2008

MARSHAL DETAILS

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

TITLE: _____ FIRST NAME: _____ SURNAME: _____

ADDRESS: _____

_____ POSTCODE: _____

TELEPHONE: _____ E-MAIL: _____

MEMBERSHIP NO: _____ ON-SITE TEL: _____

WORK PREFERENCES

PLEASE CHOOSE 2 AREAS IN WHICH YOU WOULD PREFER TO WORK AND NUMBER THEM IN ORDER OF PREFERENCE WITH 1 AS FIRST CHOICE.

Exit Gate Campsite Info Marshal Welfare

Plot Problems Entrance Gate Membership / Visitor Info

Bike Park Main Arena Helmet Park

E.S.T Other _____

T-SHIRT SIZE

Please circle your t-shirt size:

S M L XL XXL XXXL

MARSHAL CONFIRMATION

Signature _____ Date _____

Please direct queries to Jane Longthorn, BMF Events, Jack Wiley House, 25 Warren Park Way, Enderby, Leicester, LE19 4SA.
Telephone: 0116 2845380 E-mail: jane.longthorn@bmf.co.uk

KELSO BIKEFEST JOB DESCRIPTIONS AND SHIFT REQUIREMENTS

Please find below brief job descriptions for each area, extra duties maybe required from time to time. Please note the shift times for each area as you will need to be available to work between these hours.

EXIT GATE Fri 12:00 – 22:00 / Sat 07:30 – 22:00 / Sun 07:30 – 18:00

Checking vehicles leaving the site have appropriate passes, keeping to vehicle movement rules. Includes directing traffic to relevant gates / car parks.

PLOT PROBLEMS Friday 12:00 – 20:00 / Sat & Sun 07:30 – 12:00

Aiding exhibitors in finding their plots and resolving any problems and relocation issues

BIKE PARK Sat & Sun 08:00 – 15:00

Patrolling the parking areas as part of a team, ensuring that parking space is used to an optimum.

E.S.T Thurs 12:00 – 18:00 / Fri 08:00 – 21:00 / Sun 08:00 – 18:00

Event Services Team, helping with set up and breakdown of event. Involves manual work including heavy lifting, erecting banners, fencing etc.

CAMPSITE INFO Fri 12:00 – 22:00 / Sat & Sun 07:00 – 20:00

Point of contact for all campers. Information needs to be given to campers on request. Will issue extra bin bags etc from this point.

ENTRANCE GATE Fri 12:00 – 22:00 / Sat 07:30 – 22:00 / Sun 07:30 – 18:00

Checking vehicle passes and wristbands, keeping to vehicle movement rules. Includes directing traffic to relevant trade stands, gates / car parks.

MAIN ARENA Sat & Sun 09:00 – 18:00

Ensuring the smooth running of the acts during set up and performance. Working alongside commentators. Being aware of spectator safety issues during event.

MARSHAL WELFARE Fri 08:00 – 22:00 / Sat & Sun 07:30 – 18:00

Delivering refreshments to marshals working in all areas. Responding to refreshment requests via radio.

MEMBERSHIP / VISITOR INFO Sat & Sun 09:00 – 18:00

Promoting the work of the BMF and selling membership to visitors (must be confirmed with your regional rep in advance). / Point of contact for all visitors. Answering general enquiries, giving directions and issuing Show guides.

HELMET PARK Sat & Sun 08:30 – 18:00

Being responsible for safe guarding visitors purchases and belongings in a dry and safe building onsite.

Please be aware that we will not be accepting marshals if they just turn up on the gate. If you have not sent in an application form and received your marshal pack you will not be able to sign in on the day and work.

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