



ARC HOUSE

Volunteer Registration form

Please return this form to:

Alayna Brown

Email: aabrown@harrow.ac.uk

Harrow College, Lowlands Road, Harrow, HA1 3AQ

Arc House is a flexible space offering a wide variety of community events and activities, including: music, dance, theatrical performances, fairs, exhibitions, arts, crafts and much more. We have a wide range of volunteering opportunities available, ranging from regular volunteering placements to one off opportunities at events and on various projects.

If you are interested in finding out more about getting involved at Arc House please complete the form below.

Title:	First Name:	Surname:
Address:		
Email:		
Contact Telephone Number:		

How can you help at Arc House? Tick all that apply

- Event Management (assist in planning events and/or helping manage a live event)
- Marketing (assist in helping promote an event or activity as Arc House)
- Set Production (helping create backdrops for events and activities)
- Hospitality (helping run a food stall at events, gaining day to day experience of working in a café)
- Stallholder Setup (labelling stalls and assisting stallholders to find and set up their stalls)
- Event setup (setup gazebos, stalls, chairs, signage, delivering boxes to stalls and other setup duties)
- Runners (running errands between stalls, fetching and carrying)
- Photographer (capturing the essence and fun of events and activities)

Close down (help with gazebos, chairs, signage, boxes and general clear up at events)

Steward (helping to manage the general public, assist with general enquiries, provide directions, managing entry and exit points)

Organiser Desk Manager (manage general public queries)

Organiser Desk Assistant (help with general public queries)

Registration Manager/Assistant (helping process delegate registrations / ticket allocation at events)

Stall Assistant (helping run a stall)

Litter Control (helping to keep the area clean and tidy during and after the event)

Raffle Ticket Seller / Bucket Collection at events and activities

Other, please specify

Specialised Roles –Experience Required

Stage Manager (Directing the acts, assist with equipment, keep the stage area safe)

Stage Assistant (Assisting the stage Manager)

Stage MC (Introducing acts onto the stage / hosting events)

First Aider

Technical Production (helping create lighting programmes etc.)

Important Information

How did you hear about volunteering opportunities at Arc House?

Parental consent for volunteers under the age of 18

If you are under the age of 18, your parent or guardian must sign this form

Volunteers Name:	Volunteers Date of Birth:
I grant my permission to my son/daughter/ward to serve as a volunteer. In the event of a medical emergency while he/she is volunteering for Arc House I authorise the appropriate emergency medical treatment to be administered by responsible medical attendants.	

Name of Parent/Guardian:	Contact Telephone Number:
Signature of Parent/Guardian:	
Date:	

To keep up to date with the latest news and activities at Arc house please visit:

<http://www.archousevenue.co.uk>