



Brent Respect festival 2009
SUNDAY 5 JULY 2009, ROUNDWOOD PARK, HARLESDEN
Volunteer pack



This document aims to provide you with the information you require for the volunteer opportunities available at **BRENT RESPECT FESTIVAL 2009**.

Brent Respect Festival is an annual event in Roundwood Park celebrating the borough's cultural unity, promoting local talent and saying 'no' to racism. Members of Brent's community are looking forward a fun, friendly, family festival that celebrates Brent's talent, diversity and creativity in the setting of one of Brent's finest parks.

House rules

All volunteers will work in two's and be will be assigned specific roles and responsibilities to ensure a well organised and successful event. Each Volunteer will receive a written break down of their specific role and duties throughout the event. They will also be briefed by the volunteer supervisor.

A time table of the festivals activities has been included in this pack, please also go to www.brent.gov.uk/festivals to download the full programme that is available to the public. All volunteers will need to ensure they read the time table and public programme to acquire good knowledge of the festival site layout and activities taking place throughout the day.

All volunteers are required to have the following skills;

- A polite, friendly and professional manner.
- Good communication and social skills in order to interact with event staff and attendees.
- Enjoy working as part of a team and being respectful to colleagues
- Able to listen and follow instructions e.g. Health and Safety and lost child procedures (about which you will be briefed on arrival).



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VOLUNTEERING OPPORTUNITIES – The following three roles available on the day;

- a) **Hosts:** For this role you will have to like performing, you will need excellent communication skills. Hosts are part of the event and should be helpful and courteous to the public.

What will front house staff be doing on the day?

Brent Council prides itself on excellent customer service and values the feedback from the festival attendees. Hosts will be assigned to key roles in assisting the One Stop Service at the festivals information point by distributing programmes and informing the general public as well as speaking to attendees about their feedback on the event and inviting them to fill out questionnaires.

When will Hosts need to be available?

The role will be split into **2 shifts**. Hosts will be asked to arrive for **12noon briefing or 4pm briefing**. Individuals will need to inform the volunteer supervisor what shift they would like to work when showing their interest in this role;

12noon- 4.30pm/ 4pm- 8:30pm

Please note: Volunteers can also work the full day from 12noon- 8.30pm.

- b) **RUNNERS:** This is an active role, volunteers will need to be fit and healthy and full of energy.

What will Runners be doing on the day?

Tasks include being mobile around the site, displaying signage for people to find their way around the festival, showing stall holders to their stall, helping lifting boxes or equipment, manning the festivals site art and supporting the events team with the get out.

When will runners need to be available?

The role will be split into a morning and afternoon shift. Individuals will need to specify to the volunteer supervisor, whether they would like to undertake the morning or afternoon shift when showing their interest in this role.

Runners undertaking the morning shift will be asked to arrive at **9am for their briefing**, Runners undertaking the afternoon shift will be asked to arrive at **5pm for their briefing**.

- 1) **Morning shift 9-1.30pm**
- 2) **Afternoon shift 5pm-9.30pm**

- **Please note: Rest brakes will be factored in to both morning and afternoon shifts**



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- c) **ASSISTANT TO STAGE, AREA & STALL MANAGERS:** Volunteers must have experience of organising entertainment and be able to follow instructions and work with challenging people.

What will assistant stage, areas managers & stall managers doing on the day?

You will be working with stage managers, area managers or the stalls manager. This role will involve tasks such as ensuring artists are ready for their allocated performance slot in good time, provide assistance with change over of tech spec and equipment and run any necessary errands.

When will runners need to be available?

Assistant stage managers and area managers will be asked to arrive at 12.00pm for their briefing. Their shifts will start at **12pm** and finish at **8pm**

- **Please note: Rest breaks will be factored in to these working hours**



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KEY INFORMATION

SITE ADDRESS

Roundwood Park
Harlesden Road
Brent
London
NW10 3SH

ARRIVAL TIMES - Please arrive at your agreed briefing time, please allow time for travel and don't be late. The meeting point will be outside the information tent (please refer to map enclosed for location marked **info**).

What to clothing wear?

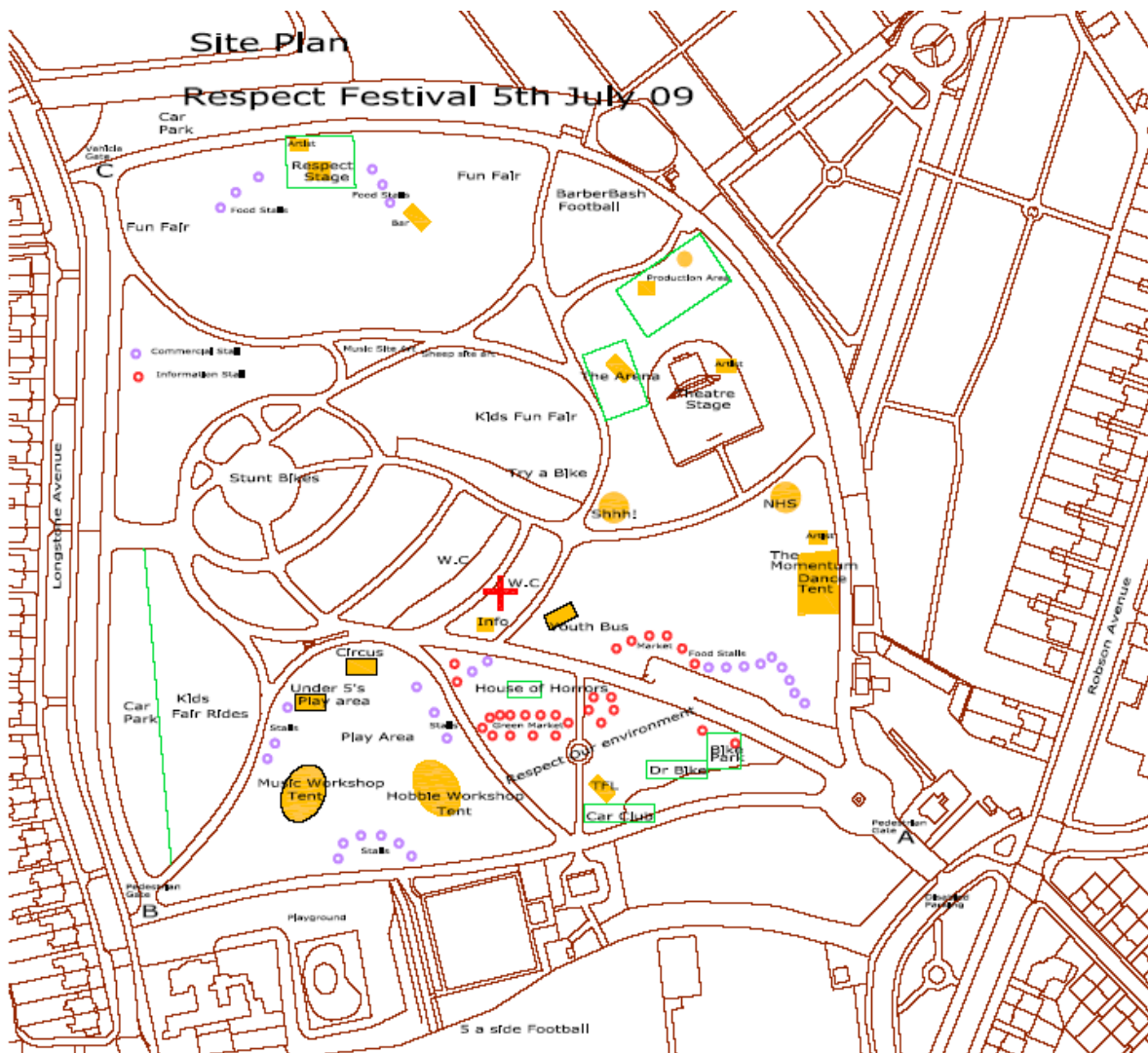
Please ensure you wear appropriate clothing for the day, 'smart but casual' is the general consensus. We suggest sensible shoes and in case of extreme weather some kind of sun protection or waterproofs. Volunteers will be issued a Brent Respect T-shirt.

CONTACT NUMBER

Please contact the Volunteers Supervisor Melissa Inman on 07897 440 500 if you have any difficulty finding the meeting point.

DIRECTIONS TO THE SITE

The park runs between Longstone Avenue and Robson Avenue NW10.



HOW TO GET TO THE PARK

Public Transport – This is the easiest way.



The nearest tube/train station is **Willesden Junction** (Bakerloo Line, North London Line). There will be a complimentary shuttle service running from Willesden Junction at the Old Oak Lane exit to Roundwood Park or it takes around ten minutes to walk.



Buses 206 and 226 go directly to Roundwood Park. To plan your journey visit www.tfl.gov.uk or call 020 7222 1234

Local Taxis: Please AK Radio Cars on 020 8452 3333

Driving: We recommend using public transport. For driving directions go to www.mapquest.co.uk. There is no car park, please use the surrounding streets

SITE INFORMATION

Please note, the volunteer supervisor will refresh the following information at your briefing and take you on site walk around the park.

First Aid – First aid representatives on site located next to the information tent in the centre of the park.

Lost children - If you find any lost children please alert the nearest security person. If you find a parent looking for a lost child, please send them to the information point.

Refreshments – There will be water points located throughout the site, including at the information tent. Please either bring a packed lunch or purchase a range of food from the catering stalls on site.

Security and your role in safety at Brent Respect Festival

In the event of a security issue please follow the instructions given by the Police, event staff or security. Your role is a very basic level of help and assistance. Do not put yourself in danger, if you see anything suspicious please inform security or event staff immediately: do not attempt to deal with the issue yourself. There will be radio communications between the event staff, security and police, with agreed emergency plans.

Safety conscious

Tent doorways, fire extinguishers, generators etc will all be set up by our event contractors, these will be placed to meet health and safety requirements. Please do not move equipment unless you have been instructed to do so by the volunteer supervisor. Please ask people to keep door ways clear for access in and out.

KEY TIPS

The ethos to remember when dealing with members of the public is: “the customer is always right”. Therefore if someone is not satisfied with an aspect of the event or is rude to you please be polite to the attendees and then offer them a feedback form which will be provide to all Volunteers. Please also ask people to fill out a form if they give positive feedback. If the customer is still not satisfied then please highlight your concern to Melissa the volunteer’s supervisor who will then manage the situation.



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TIMETABLE FOR BRENT RESPECT FESTIVAL

RESPECT STAGE

| Stage Size & Type: | | 32' x 32' covered stage. | | |
|-------------------------------|----------|---|---|---------------------------|
| PA provided: | | 14k fully live noise control audio PA with Roland digital desk, mics and monitors | | |
| Backline provided: | | Backline | | |
| Start time | End time | Backline | Artist/Organisation Name | Genre |
| 13:00 | 13:20 | Backline | BlueCollar Music Ltd (Blue Collar Funk) | Soul/Funk |
| 13:22 | 13:30 | :08 | Shaka | Soul/Funk |
| 13:32 | 14:02 | :30 | Kaana Ellie and The Remedies | Soul/Funk |
| 14:05 | 14:20 | :15 | Honeys Dance Acadamy | Indian Sounds |
| 14:22 | 14:30 | :08 | Professors Of Dhol | Indian Sounds |
| 14:32 | 14:40 | :08 | Deena Vaid & Ishita Seth | Indian Sounds |
| 14:45 | 15:15 | :30 | Bombay Baja Brass Band | Indian Sounds |
| 15:25 | 16:00 | :35 | Sista - Brent Black Music History Live | Brent Black Music History |
| 16:02 | 16:10 | :08 | GP | Brent Black Music History |
| 16:20 | 17:00 | :40 | Dele Sosimi Afrobeat Orchestra - Brent Black Music History Live | Brent Black Music History |
| 17:05 | 17:10 | :05 | Discipline Dance - Granville Plus Youth Arts Centre(Brent Youth Service) | Youth dance |
| 17:12 | 17:17 | :05 | Grhymey - Rhemic Entertainment | Street dance & R&B |
| 17:19 | 17:24 | :05 | Scariofunk Collective | Street dance & R&B |
| 17:26 | 17:36 | :10 | 2 Da Stage | Street dance & R&B |
| 17:38 | 17:46 | :08 | Twa Nemesis | Street dance & R&B |
| 17:48 | 17:58 | :10 | Tricycle Theatre | Street dance & R&B |
| 18:00 | 18:10 | :10 | Darae Palmer | Street dance & R&B |
| 18:12 | 18:16 | :04 | AWARDS CEREMONY | |



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|-------|-------|-------------|--------------------------------|--------|
| 18:25 | 19:05 | :40 | Peyoti for President | Latin |
| 19:10 | 20:00 | :50 | The Island Experiment | Fusion |
| 13:00 | 20:00 | Stage hosts | BANG Edutainment Ltd / Life FM | |

MOMENTUM DANCE TENT

| | | | |
|-------------------------------|-----------------|---|-----------------------|
| Stage Size & Type: | | 60ft x 40ft dance floor inside 60ft x 40ft tent. Platform stage for DJ and compere. Musicians set up on floor on side of dance floor. | |
| PA provided: | | 4k Noice Control Audio, playback PA with Allen and Heath Desk, mics, monitors | |
| Backline provided: | | Cordless Headset microphone, CDJs | |
| Start Time | End Time | Artist/Organisation Name | Genre |
| 13:00 | 14:00 | Spanner Jazz Punks and associates | Tea Dance |
| 13:00 | 14:00 | | Tea Dance |
| 14:00 | 15:00 | On Bouge French & Breton Dance Club(Mistral Bof) | French Social dancing |
| 15:00 | 16:00 | BACES | Caribbean disco |
| 16:00 | 17:00 | Christina Oshunniyi | African dance |
| 17:00 | 18:00 | Dance Vibes | Bollywood dance |
| 18:00 | 19:00 | Hypnotick | Hip hop |
| 19:00 | 20:00 | Orquesta Caché | Latin American |
| 19:00 | 20:00 | Mambo City/ Salsa | Latin American |



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THEATRE STAGE

| Stage Size & Type: | | | 20ft x 6ft stage with a 20ft x 20ft Marley style dance floor on ground in front of stage. | |
|-------------------------------|----------|------------|---|------------------------|
| PA Size: | | | 2k noise control audio playback PA with handheld mics | |
| Backline provided: | | | Headset mic | |
| Start time | End time | Set length | Artist/Organisation Name | Genre |
| 13:00 | 13:40 | :40 | Artsnmusica | Indian sita |
| 13:45 | 13:55 | :10 | ImPULSE Youth Dance / Link Up | Community dance |
| 14:00 | 14:15 | :15 | Impact Theatre co. | Community dance |
| 14:25 | 15:04 | :40 | Save the world club | Environmental show |
| 15:10 | 15:40 | :30 | QPCS Community Jazz Club | Jazz band |
| 15:45 | 15:55 | :10 | LBB -libraries | Poetry |
| 15:55 | 16:00 | :05 | LBB-enviro | Poetry |
| 16:02 | 16:07 | :05 | Pinnacle Performing Arts & Agency | Dance |
| 16:10 | 16:15 | :05 | Akademi South Asian Dance | Dance |
| 16:17 | 16:27 | :10 | First Impressions Dancers | Dance |
| 16:29 | 16:49 | :20 | LBB-enviro | Fashion show |
| 16:55 | 17:30 | :35 | ADANTA | African dance/drumming |
| 17:35 | 17:55 | :20 | Aladdin | Environmental magic |
| 18:00 | 18:20 | :20 | The Price Organisation | African Carnival |
| 18:25 | 19:00 | :35 | Nostalgia Steel Band | Steel band |



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STORYTELLING TENT

| | | | |
|------------------------------|-----------------|--|--|
| Space Size & Type | | 30ft round tent | |
| PA Size: | | None | |
| Start Time | End Time | Artist/Organisation Name | Genre |
| 13:30 | 14:00 | Neal Zetter | Poetry workshops |
| 14:00 | 15:00 | Shaun Wilson Lucas Micheal De Souza Elizabeth Adare | Living libraries/peoples stories |
| 15:00 | 15:30 | Neal Zetter | Poetry workshops |
| 15.30 | | Style me Beautiful | Fashion advice |
| 16.40 | | George Redway | Cooking tips |
| 17:00 | 18:00 | The Green issues debate | Debate on green issues |
| 18:00 | | Willesden Green Writers Group. | Readings from anthology, 'What we were thinking Just before the end' |

THE ARENA

| | | | |
|---|-----------------|--|---------------------|
| Performance Space Size & Type: | | 15m x 9m fenced in area on grass. | |
| PA Size: | | 2k Noise control audio playback PA with hand held mics | |
| Backline provided: | | Headset mics. | |
| Start Time | End Time | Artist/Organisation Name | Genre |
| 13:00 | 13:30 | The Scuffy Dog Show | The dog show |
| 16:00 | 16:15 | London Fire Brigade | Fire demo |
| 16:20 | 16:40 | Brent Eco Games | Assault course |
| 16:45 | 17:00 | Capoeira Canal | Brazilian dance |
| 17:15 | 17:30 | Shaolin 5 Ancestors | Martial arts demo's |
| 17:30 | 17:45 | Harpers Strike | Martial arts demo's |
| 17:45 | 18:00 | Baron Choikwangdo | Martial arts demo's |



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PLAY – WORKSHOP TENTS

This area is divided into three workshop tents.

Circus workshop tent

| | | |
|------------------------------|-----------------|--|
| Space Size & Type | | 6x6m arena (small 10x10ft marquee) |
| PA Size: | | None. |
| Start Time | End Time | Artist/Organisation Name |
| 13:00 | 15:00 | Albert and Friends Instant Circus & Granville Plus Youth Arts Centre Performance |
| 15:00 | 18:00 | Richard Green's Circus Skills |

Hobby workshop tent

| | | |
|------------------------------|-----------------|---|
| Space Size & Type | | 60x40ft |
| Start Time | End Time | Artist/Organisation Name |
| 13:00 | 18:00 | Talk Action – Arts & Crafts (puppet making) |
| 13:00 | 18:00 | Groundwork London – Composting & worm farm |
| 13:00 | 18:00 | BACES – Flower Arranging |
| 13:00 | 18:00 | Brent Printmakers |
| 13:00 | 18:00 | Fusion Community Carnival Arts |
| 13:00 | 18:00 | Punch and Juicy |

Music workshop tent

| | | | |
|------------------------------|-----------------|---------------------------------|--------------|
| Space Size & Type | | 30ft round (TBC) | |
| PA Size: | | None. | |
| Start Time | End Time | Artist/Organisation Name | Genre |
| 13:00 | 14:00 | | |
| 14:00 | 15:00 | Adanta | African |
| 15:00 | 16:00 | Artsnmusica | Indian Sita |
| 16:00 | 17:00 | Nostalgia Steel Band | Steel band |
| 17:00 | 18:00 | Bombay Baja Brass Band | Indian music |

Walkabout Artists

| | | | |
|------------------------------|-------------------|---------------------------------|---------------------------|
| Space Size & Type | | N/A | |
| PA Size: | | None | |
| Timings | Set length | Artist/Organisation Name | Genre |
| 14:00,16:00, 18:00 | 20 minutes | Ivan Inversion | Upside down guitar player |
| 15:00 | 20 minutes | Professors of Dhol | Indian music |
| 16:00 | 30 minutes | Bombay Baja Brass Band | Indian music |

We look forward to working with you to deliver a fantastic Brent Respect Festival