

# Vegan Palooza



2023

MAB Tonsley, Innovation Hub  
SAT 1 JULY, 11AM - 5PM

VOLUNTEER  
INFO PACK



@veganpalooza2019



@vegan\_festival\_adelaide

VEGANPALOOZA.INFO

# VOLUNTEERING

## FESTIVAL OVERVIEW

Vegan Palooza is a bi-annual event that celebrates all things vegan. One day packed with food, drinks & more food for compassionate, healthy, and sustainable vegan living.

Our event is for everyone, vegan and nonvegan, human

## WHAT YOU NEED TO KNOW

All of the necessary information you will need to know when volunteering at Vegan Palooza is in this manual. Please ensure that you read the whole document.

If you have any other questions please feel free to email us at [volunteering@veganfestival.info](mailto:volunteering@veganfestival.info)

All shifts go for a minimum of 3 hours so there's plenty of time to enjoy the festival before or after.

Your shift can be split into different roles if necessary and / or you can volunteer for as many shifts as you like as long as you have time for breaks and do not overload yourself. We recommend a maximum of 8 hours a day. You need to look after your health as well so please choose your shifts wisely.

**By volunteering you actually make a difference!**

You are an integral part of this event and it could not happen without you, so thank you for being a part of the Vegan Festival team.

**Benefits for you:**

- It offers a unique opportunity for you to be involved in one of the world's largest vegan festivals.
- You'll gain experience in a range of duties & working in a team environment.
- You'll meet new friends and can get a reference for a future job if needed.

## EVENT DETAILS

**Venue:**

MAB Innovation District  
6 Eastern Promenade,  
TONSLEY SA

**Running Time:**

Saturday 8am-8pm

**Open to Public:**

Saturday 11am-5pm

**Website:**

[www.veganpalooza.info](http://www.veganpalooza.info)

**Facebook Page:**

[www.facebook.com/veganpalooza2021](http://www.facebook.com/veganpalooza2021)

**Instagram:**

[vegan\\_festival\\_adelaide](https://www.instagram.com/vegan_festival_adelaide)

**YouTube:**

[Vegan Festival Adelaide](https://www.youtube.com/VeganFestivalAdelaide)

# VOLUNTEER ESSENTIALS

## **ELIGIBILITY**

- You must be at least 12 years old.
- You will need a Police Check for Roles in Kids Area.
- You have a can-do attitude.
- You are polite and kind to others.
- You have read VP Volunteer Manual and agree to follow its terms.

## **WHAT TO BRING**

- Some money or card to spend at many of the fabulous stalls.
- Reusable drink bottle.
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## **WHAT NOT TO BRING**

- valuables

## **SHIFT STRUCTURE**

Each shift goes for 2-3 hours. These may be back to back. This means you will have time before or after to enjoy the festival. Because it's a short shift there will be no breaks.

Breaks will be allocated by shift supervisors on each day for those over 3hrs. Dedicated Covid19 Marshal roles (stationery, will receive a \$20 voucher)

## **SITE MAP**

Please familiarise yourself with VF Site Map (available before the festival) and any documentation you need for your particular role/shift.

## **FIRST AID**

There will be a first aid kit at Info Booth and people trained in first aid on site. If you or anyone else are in need of First Aid please go to Info Booth or security.

## **MERCHANDISE**

Vegan Festival bags will be available for purchase at Info Booth.

## **WHAT TO WEAR**

- White T-shirt
- Comfortable dark pants
- Comfortable footwear.
- jacket if it is cold

Please remember that it's a vegan event, so avoid wearing any leather or animal products. DON'T wear anything that has visible logos. Vegan messages are great! Anything else is fine, just try and keep it plain. If you're helping to bump in/out you will be required to wear a safety vest that will be supplied by the festival.

## **Work Health & Safety**

Be aware of your surroundings & don't attempt to do a task that might put your work health & safety at risk. VF doesn't take any responsibility if you injure yourself doing something that's dangerous and beyond your role. Each volunteer is insured under Volunteer Insurance. Handsanitiser is on site for use

## **LOST PROPERTY**

There will be a lost property box located at the Info Booth. If you lose anything throughout the duration of the festival please see the Volunteer Manager at the Info Booth so we can make a record of it. If you're unsuccessful in finding your item before the festival concludes please contact your manager again.

## **INDUCTION**

Due to the short time frame of this event, all correspondence will be via email only. We advise you to read all correspondence as it will give an overview of all volunteer roles and how they play a crucial part of the Festival as well as a tour of the venue. Please respond in a timely manner to emails to let us know you have received them and are aware of processes.

# RULES & FAQs

1. If you cause a disturbance and refuse to comply with directions you may be asked to leave.
2. All volunteers must adhere to the Work Health & Safety legislation and CovidSafety measures.
3. Smoking or vaping and being under influence (alcohol or drugs) is strictly prohibited throughout entire venue and marquee structures. If you want to smoke you need to be outside VF area and wearing nothing that shows you are from the festival.
4. Leafleting is not permitted.
6. VF will not accept responsibility for any goods left on the premises.
6. Volunteers must read any documents emailed to them which may include, Site Map, Stall Holder List, Risk Management, Volunteer Roles, Key Contact List, Emergency Response Plan, Signage Plan, Traffic Plan, Programme Guide, Staff Manual (this document), COVID19 Safety Plans. Copies of these will be at the information booth for reference, you are not expected to know all details.
7. Please be aware of your shifts and make changes via the [signup.com](https://signup.com) system. Familiarise yourselves with our website and social media pages. [www.veganfestival.info](http://www.veganfestival.info)

## **FREQUENTLY ASKED QUESTIONS**

**Q: Can I put my bag somewhere?**

**A:** There will be an area at the rear of the Info Booth where you will be able to keep your belongings. Whilst we aim to keep this area secure there are no guarantees so to be on the safe side try not to bring any valuables or keep them on you during your shift. Please keep the info booth tidy, treat this as a shopfront area. NO personal belongings in sight.

**Q: Will water be supplied?**

**A:** There will be water at the Info Booth for you to use. Please bring a reusable bottle

**Q: Do I get a break?**

**A:** If you volunteer for 3 hours you won't get a break. If you volunteer for more than 5 hours, you will have a break. Please let someone know if you need to take a quick bathroom break.

**Q: What if I'm running late or can no longer do my shift?**

**A:** If you're unable to make your shift, think you might be late or have any other questions relating to your shift, please call either Lea or Paul with as much notice as possible. (phone numbers in key contacts page)



# VOLUNTEER ROLES

## **BUMP IN & PACK DOWN**

- Some tasks are preassigned but you may just called around the place to help where needed.
- Tables & chairs will be delivered and we will just help with furniture placement, signs etc.
- Stall Checklists to be completed, ensure all stalls have complied with regulations and correct set up
- Saturday evening the more of us that can stay to pack up the quicker it will take.

## **GATE**

- There will be at least 1 of you at each gate PLUS security
- Gold Coin entry to all over 12yrs.
- You'll be given 'bum bags' for your change and a bucket for monies to go in.
- Each gate will have cash for change AND square payment systems hooked up to iPads.
- VF Staff will liaise with security to empty full buckets.
- Pass out stamp for re-entry.
- Allow people to use the atm and come back to you or the park.
- Happy welcome to all. It can get really full on and you may have complaints about the fee. Be polite.

## **INFORMATION BOOTH**

- Handle sales of bags raffle tix (prices on signs in the booth)
- Only a limited amount of bags to be sold
- Keep the booth TIDY at all times, this is a display area too.
- Stall lists, maps will all be available to help the public.
- Hand Sanitiser on desk for volunteer and guest use.
- First aid can be administered by those holding current certificates or call security.

## **PHOTOGRAPHERS**

- Read & sign the Photo Brief document and return to us as soon as possible.
- Lea McBride will be your coordinator over the weekend and should be in contact with you to ensure we have all areas covered.

# VOLUNTEER ROLES

We really cannot run this event without you.

If you have been before you will hopefully know what a fabulous vibe our events have.

Volunteers have been the centre of the festival's success and we are so grateful to have you be part of it all. We want to encourage education and make it a safe space where we can enjoy what it would be like in a vegan world!

Please refrain from entering into debates with attendees while you are working, we have a few animal rights stalls on site for them to chat with.

We welcome everyone, and will have security on alert for any inappropriate behaviour or anyone bringing animal products on site.



# REMINDERS & KEY CONTACTS

## REMINDERS

- Sign and return the volunteer agreement form by 18 October.
- Check your roster details, some adjustments have now been made since the first draft based on requests and availability CONFIRM THAT THIS IS OKAY .
- Remember that you can change them online yourself this year, swap with others etc – letting you keep control of your own roster.
- Please let us know if you are able to help out in any other slots in case of no-shows.
- Wear a WHITE top during the event- we will provide you with a lanyard & information sheets. Wear comfortable shoes & pants of any colour.
- Check in at the gates with security - they will have a list of your names.
- Head straight to the Information booth to see your roster and sign in, make sure you sign out when you leave your shift.
- Those of you working 3hrs + will receive a \$10 meal voucher for use at stalls marked as participating. Familiarise yourself with the stall lists and map (on our website ).
- Water will be available but please bring your own reusable bottle to refill.
- Keep sharing the event on your social media Networks!  
<https://www.facebook.com/veganfestivaladelaide/>
- Add our phone numbers to your phones and please give us ample notice if you are not able to make your allocated shift.

Vegan Festival Director:  
Lea McBride - 0414 437 553

Vegan Festival Deputy Director:  
Paul Kalenjuk - 0434 305 357

For non-urgent enquires email us at  
[volunteering@veganfestival.info](mailto:volunteering@veganfestival.info)

The Vegan Festival & Vegan Palooza are brought to you by Any Excuse... Event Styling and Planning and has a team of very dedicated volunteers. Part proceeds are distributed to various animal charities. It is first and foremost a public educational event but also acts as the best possible environment to promote and raise funds for the not-for-profit organisations who are related to the festival matters and believe in promoting a compassionate, healthy and ethical lifestyle.

**Thank you so much for volunteering your valuable time  
Have an amazing festival!**