

HappyFest – Inclusive music and carnival arts festival.

Brief event description

With thanks to The National Lottery Community Fund, Aim Up and Art Shape will be taking over Bournside School's sports field to bring you Happy Fest, an inclusive Music, and Carnival Arts festival. The day will be full of live music and performances, carnival arts and musical workshops, brought to you by Aim Up, Art Shape and other local organisations and businesses. More information about this event can be found on our website:

<https://aimup.co.uk/happyfest/>

Information about both charities can be found online:

Aim Up: <https://aimup.co.uk/>

Art Shape: <https://artshape.co.uk/>

Date: Saturday 29th July

Times:

Set up: 7am – 11.30am

Event: 12.30pm – 8pm

Wind down: 8pm – 8.30pm

Clear up: 8.30pm – 10.30pm

Location

Bournside School, sports field, Warden Hill Rd, Cheltenham GL51 3EF.

Contact information.

Please contact either Chloe Bushell (Fundraising and Marketing Manager, Aim Up) – chloe.bushell@aimup.co.uk | 01242 546960 or Harriet West (Project Manager, Art Shape) - harriet@artshape.co.uk | 01452 863 855

If there are problems at the event, please search for Chloe / Harriet or call Chloe's mobile: 07305910242.

Site Plan – pending.



Volunteer Information

Without a large team of volunteers, this event will not go ahead. We're searching for support from 7am – 10.30pm, but this does not mean we expect you to be on site for 15.5 hours. We appreciate any support you can provide, from an hour or two litter picking to 6/7 hours on site.

This is a big ask; we have 15.5 hours through out which we need multiple volunteers!

Below we have compiled a list of jobs which we need volunteers to support:

Set up: 7am – 11.30am

Between this time, we must set up our festival site, and require a team of volunteers to support us to ensure Happyfest is ready for when gates open at 12.30pm.

- **Marquee / Gazebos**
We need a team of people to help erect a large marquee, and multiple small gazebos.
- **Accessible Matting**
We need a team of people to move and lay the accessible matting on the entrance ramp. (Please note, this matting is heavy and can be difficult to move).
- **Event décor**
From putting up flags and hanging bunting, we need volunteers who can help us decorate the site and give it that true festival feel.

- **Activity set up.**

We have multiple activity zones which we need people to help set up – can you set up our harris fencing, attach the cardboard and create our graffiti wall?

- **Entrance area**

We need a small team of people to set up the entrance area, splitting the space into two halves – those with tickets, and those without. To ensure smooth access to the event through out the day.

Event: 12.30pm – 8pm

Through out the event we need volunteers to help keep our attendees safe and make HappyFest memorable for all who join us.

- **Street Marshalls**

Street marshals are responsible for working the area just outside of the main entrance to the school site, pointing people in the right direction, guiding cars into the car park safely and answering questions from local residents / members of the community.

- **Queue control**

Those undertaking queue control are to direct our festival go-ers to the main entrance of the event, guiding them into two queues, those with and those without tickets.

- **Main Gate (with tickets)**

Those with tickets will be on our guest list, you will have a hard copy of this. If you have a smart phone, you will be shown how to scan their PDF tickets.

All festival go-ers are to receive a yellow wristband, this allows them access to the site, should they leave during the day.

- **Main Gate (without tickets)**

For those who turn up on the day and would like to purchase tickets, they will be directed to your station.

Adults: £4

Children £2

Add-on ticket available for one parent, guardian, carer, or PA, per person, free of charge.

There will be a card machine available, but should attendees wish to pay with cash, we will ensure a good float is also available.

All festival go-ers are to receive a yellow wristband, this allows them access to the site, should they leave during the day.

Runners will be available to take money away from the main entrance.

- **Main Gate (runner)**

We need someone to stay close by the main entrance and support the team who are selling tickets by keeping an eye on change levels. If low, please visit the Aim Up tent, and more will be provided. It is also important that if we have lots of cash, you collect this (leaving a healthy float) and hand it into the Aim Up tent for safe storage.

- **Stewards / Litter picking**

Our event stewards are there to monitor the festival go-ers and ensure everyone is acting safely and respectfully.

Please help guide people around our festival site, keep them up to date with upcoming performances etc.

Keep an eye on portaloos, ensure these are kept clean. Should more toilet roll be required, visit the Aim Up tent.

Everyone on site has a responsibility to help us to ensure we hand back Bournside School field, litter free. Stewards are asked to keep an eye on bin areas, remove and replace overflowing bags, pick up dropped litter etc.

- **Bar staff**

Art shape are providing a blow-up bar, operating as a simple bottle bar, but we need people to help man this and serve our festival go-ers.

Only those over the age of 18 are allowed to purchase an alcoholic drink. If you believe a person looks under the age of 25, you must ask for ID. No ID – no service.

If you believe a person has had too much alcohol, you can refuse service.

Last service at the bar is 7.30pm!

- **Bar (runner)**

We need someone to stay close by the bar. Should large sums of cash be at the be, please collect this up and give to the Aim Up tent for safe storage.

- **Aim Up / Art Shape Tent**

We need representatives from each charity to share information about our event and services. Keep money from across the site safe, provide our first aid and lost child provision.

Wind down: 8pm – 8.30pm

Between this time, all volunteers on site must be encouraging festival go-ers to leave the site, thank them for joining us and begin a basic site clear up.

Last service at the bar is 7.30pm!

All facilities will close at 8.15pm – toilets, high dependency unit etc.

Clear up: 8.30pm – 10.30pm

Between this time, **we must completely clear our festival site**, we require a team of volunteers to support us to do this, in the limited window we have available. We are looking for people to help us:

- Take down and pack up marquees and gazebos.
- Remove accessible matting.
- Clear away all event décor.
- Litter pick and pack away waste.