



Volunteer Brief

**Wednesday 27th & Thursday 28th October 2010
Sydney Olympic Park Sports Centre**

1. Introduction.....	2
2. General Information.....	2
3. Volunteer Briefing (Wednesday 27 th October 2010)	2
4. Expectations from Volunteers	2
5. Dress attire on event day	3
6. Role and responsibility of Volunteers	3

1. Introduction

The **2010 SYDNEY SCHOOLGIRLS' GET ACTIVE BREAKFAST** is all about motivating schoolgirls to participate in sport or activity and maintain or improve their level of health and fitness.

Key facts

- 13th Womensport NSW Schoolgirls' breakfast
- 10,600 schoolgirls' participated to date!
- 30+ high profile female athletes participate each year
- Largest and most prestigious Schoolgirls' Breakfast (high school)

2. General Information

Event Date: Thursday 28th October 2010
Venue: Sydney Olympic Park Sports Centre
Address: Olympic Boulevard,
Sydney Olympic Park NSW 2129
Event Time: 7.30am - 10.30am
Type of event: Breakfast
Number of people: 650 approx

Conference Organisers:

The Forum Group

117 New Canterbury Road, NSW, 2049

Volunteer Contact Sara Hill 0411 632 561

Website:

<http://www.womensportnsw.com.au/>

3. Volunteer Briefing (Wednesday 27th October 2010)

Date: Wednesday 27th October 2010
Location: Sydney Olympic Park Sports Centre
Arrive: 3.30pm
Time: 3.45pm - 6.30pm

Compulsory: All volunteers are required to attend briefing and assist with the event set up on Wednesday 27th October 2010.

4. Expectations from Volunteers

- Attend Volunteer briefing on Wednesday 27th October 2010, from 3.30pm - 6.30pm
- Volunteer at the event on Thursday 28th October 2010, from 6.30am – 11.00am
- Be punctual and reliable
- Be happy and have a smile on your face

5. Dress attire on event day

Volunteers are required to wear: -

Black T-shirt with black pants (Including running/ closed in shoes, no thongs permitted)

6. Roles and responsibilities of Volunteers

Wednesday 27th October 2010

Volunteers will be required to assist with the following tasks:

- Pack delegate bags
- Pack breakfast boxes
- Set up registration with show bags
- Assist with setting up demonstration areas
- Assist with set up of breakfast boxes

Thursday 28th October 2010

The day/ event will require volunteers to assist moving delegates in and around the venue. Roles will be allocated and advises to Volunteers on the briefing day, which is Wednesday 27th October at 3.30pm.

There are a number of different roles that will be assigned.

1. **Meet /greet and direct guests** as they:
 - Arrive at registration (Schools, Athletes, VIPs)
 - Move to the Main arena to sit down for breakfast
 - Move schoolgirls' from main arena to the demonstration areas (Main arena and the Hall of legends)
 - Move Schoolgirl's from the State Sports Centre vicinity at the conclusion of the event
2. Assist with **setting up the panel table** on stage
3. Assist with **roving microphones** during the question & answer panel discussion
4. Assist with **stamping passports** for the activity passport program
5. Assist with **collecting evaluation forms and activity passport programs**
6. **Photographer is required** a separate brief will be supplied