

# OXFORD BEER FESTIVAL 2011 STAFFING FORM

Please use one form per person and please see notes overleaf

## 1. Personal Details (please write clearly):

Forename	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>		
Post Code	<input type="text"/>	e-mail	<input type="text"/>
Telephone	<input type="text"/>		
CAMRA Membership No	<input type="text"/>	CAMRA Branch	<input type="text"/>
Please indicate how you wish your name to appear on your staff badge:		<input type="text"/>	

Have you worked at Oxford Beer Festival before? Yes:  No:

## 2. Your availability to work at the festival:

Date		Times	✓	Availability (see guidance notes)
Wednesday 26 October	Setup	0900-1700	<input type="checkbox"/>	<input type="text"/>
Thursday 27 October	Setup	1000-1700	<input type="checkbox"/>	<input type="text"/>
	Open	1700-2300	<input type="checkbox"/>	<input type="text"/>
Friday 28 October	Setup/Preparation	0900-1100	<input type="checkbox"/>	<input type="text"/>
	Open	1100-1700	<input type="checkbox"/>	<input type="text"/>
	Open	1700-2300	<input type="checkbox"/>	<input type="text"/>
Saturday 29 October	Setup/Preparation	0900-1100	<input type="checkbox"/>	<input type="text"/>
	Open	1100-1700	<input type="checkbox"/>	<input type="text"/>
	Open	1700-2000	<input type="checkbox"/>	<input type="text"/>
Sunday 30 October	Take Down	1000-1200	<input type="checkbox"/>	<input type="text"/>

## 3. My preferred area(s) of work is/are:

Beer Bar  Cider Bar  Security  Membership  Products

I also have experience of: Cellarmanship  Bar Management  CAMRA's cooling system

## 4. Other information:

If you wish for a Staff T-shirt please indicate the size you require (S, M, L, XL, or XXL):

If you have volunteered for setup on Wednesday and wish to borrow some safety shoes, please indicate the required size:

Signed:

Date:

Please return this form to:  
Oxford Beer Festival, Blenheim Cottage, The Slade, Charlbury, Oxfordshire OX7 3SJ  
Or by e-mail to: [staffing@oxfordcamra.co.uk](mailto:staffing@oxfordcamra.co.uk)

## **Personal Details**

Please provide your details in full. We will need an e-mail address and/or a phone number should we need to contact you. Details of the times you have volunteered will be confirmed to you in the week prior to the festival. Your contact information will only be held for the duration of the festival, but will also be used to contact you about the festival helpers' trip. Your details will not be used for any other purpose.

Please indicate your CAMRA membership number. For insurance purposes, all volunteers must be current CAMRA (or EBCU equivalent) members. Please also indicate your local CAMRA branch if you know this.

Staff badges will be provided. Please write in the box how you wish your name to appear on your staff badge.

The question about working previous years is purely to allow us to offer further assistance to those who do not know us, our festival and the venue. You do not have to have worked in previous years to volunteer this year.

## **Your availability to work at the festival**

Please place a tick in the column alongside any session you are able to offer to help.

Please use the last column to indicate what times you will be available within that session, for instance write "7-10pm only". You will not be expected to work solidly for a whole session. Breaks will be arranged to allow you to eat, drink and rest. The more volunteers we have, the less everyone has to work, so if you can only offer an hour or two, please do so.

Whilst volunteering is, of course, technically unpaid, all volunteers will receive beer and food tokens; the amount given will depend upon the hours worked, but is considered generous!

If you are unable to commit at this stage, we welcome late volunteers. Either email this completed form on or before Friday 21 October, or alternatively turn up on the day you wish to work and present yourself and a valid CAMRA membership card to the Staffing Officer on duty.

Oxford CAMRA reserves the right to reject offers of help from individuals.

## **Preferred Area of Work**

Obviously bar work is the most popular and the area we need most help. However, bar work is often oversubscribed so volunteers will be usually be allocated some short shifts on other duties.

If you have any medical condition that may prevent you from doing certain types of work, please let us know with your application form. The information provided will remain strictly confidential.

If you have experience of other duties as listed, please indicate on the form.

## **Other Information**

Staff t-shirts will be available and we will reserve you one if you respond before 31 August 2010. Please indicate the size you require. After this date, we may be able to supply you with a shirt, but some sizes may be unavailable.

If you are volunteering for the Wednesday set-up or Sunday take down, certain duties will require you to wear protective footwear. CAMRA can supply this for you; if you wish us to supply a pair for you, please indicate the size you require.

Please sign and date your form. By signing the form you agree to abide by the Festival's Hygiene and Health and Safety guidelines, a copy of which will be given to you before you start work at the festival.

Please note that we have no car parking available on site; the Town Hall is in the city centre and is accessible by public transport.

An acknowledgement of receipt of your form will be sent if you provide an e-mail address. Please therefore write legibly. Once you have been allocated your duties, you will be notified of this by e-mail too. If you wish for an acknowledgement by post, please let us know, or help us by enclosing a SAE.