



## VOLUNTEER INFORMATION PACK

Volunteers play an important role in ensuring that any event runs smoothly. RACV Motorclassica - The Australian International Concours d'Elegance & Classic Motor Show is asking for volunteers to perform various duties at various locations over four days from Thursday 20th to Sunday 23rd October 2011.

In return for your time & effort, Motorclassica would like to offer all volunteers:

- Free access to the event/s
- Lunch and Refreshments for the duration of your shift
- Uniform polo shirt and baseball cap
- Experience in working/ volunteering at a first class event
- Certificate of appreciation

Please note that while RACV Motorclassica will provide you with the above, all transport to/from the venue's, including parking costs will be incurred by the volunteer.

## VOLUNTEERING OPPORTUNITIES

Volunteers will be rotated through multiple roles for the course of the weekend, depending upon their availability. Preference will be given to those volunteers who are available to work on all three main days of the event. Opportunities include:

### Tour Classica Marshalls

- Required for Thursday 20th October 2011 from 11.00am to 2.00pm.
- Will be located at various intersections across the City of Melbourne, Albert Park and the Royal Exhibition Building.
- Must be over 18 years of age.
- Will be required to direct participants and stop traffic in conjunction with route organiser.

### Picnic with the Classics Customer Service

- Required for Friday 21<sup>st</sup>, Saturday 22<sup>nd</sup> & Sunday 23<sup>rd</sup> October 2011 from 7:45am to 5.30pm.
- Will be located at Museum Plaza, Royal Exhibition Building, Carlton (via Nicholson Street).
- Will be required to assist in directing vehicles into position, provide general customer service including keeping visitors from touching display vehicles and providing visitors with directions to the Royal Exhibition Buildings entry for the Concours d'Elegance and Classic Motor Show.

### Motorclassica Usher / Customer Service

- Will be required for Friday 21<sup>st</sup>, Saturday 22<sup>nd</sup> & Sunday 23<sup>rd</sup> October 2011.
- Various hours/ shifts available as outlined on next page.
- Will be located at the Royal Exhibition Building, Nicholson Street, Carlton.
- Will be required to provide general customer service including keeping visitors from touching display vehicles, ticket collection, general administrative duties, handing out show bags and providing visitors with directions to exits, Picnic with the Classics and so on.

### Volunteer Requirements:

Motorclassica volunteers will predominantly be required to liaise with the general public and possible VIP & special guests. Therefore, it is imperative that you are:

- Punctual.
- Immaculately presented.
- Can provide a high level of customer service in a friendly & polite manner.
- Willing to request assistance should any issues arise.

If you are interested in volunteering, please complete the attached form and return it to: [kpearce@etf.com.au](mailto:kpearce@etf.com.au) or via fax: 03 9321 6751 by **COB Tuesday 27<sup>th</sup> September 2011**.



**VOLUNTEER APPLICATION FORM**

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mobile Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Please advise if you are OVER 18 years of age.**

Yes, I am 18 years or over. (Please note you may be asked for proof of age).

**Why would you like to volunteer at Motorclassica?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What skills can you offer?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you have any previous volunteering history? Yes/ No**

If yes, please note the event and/or organisation name.

\_\_\_\_\_

\_\_\_\_\_

**Please select the opportunities you are most interested in:**

Tour Classica Marshall – Various Locations (Albert Park/Streets of Melbourne):

11.00am – 2.00pm: Thursday 20<sup>th</sup> October 2011.

Picnic with the Classics Customer Service – Museum Plaza, via Nicholson Street, Carlton:

7.45am – 5.30pm: Friday 21<sup>st</sup> October 2011.

7.45am – 5.30pm: Saturday 22<sup>nd</sup> October 2011 ONLY.

7.45am – 5.30pm: Sunday 23<sup>rd</sup> October 2011 ONLY.

7.45am – 5.30pm: BOTH Saturday 22<sup>nd</sup> & Sunday 23<sup>rd</sup> October 2011.



Motorclassica Customer Service – Royal Exhibition Building, Carlton:

- 9.00am – 3.00pm: Friday 21<sup>st</sup> October 2011.
- 3.00pm – 9.00pm: Friday 21<sup>st</sup> October 2011.

Saturday 22<sup>nd</sup> October 2011 ONLY:

- 9.00am – 3.00pm.
- 3.00pm – 9.00pm.

Sunday 23<sup>rd</sup> October 2011 ONLY:

- 9.00am – 5pm (All day).

BOTH Saturday 22<sup>nd</sup> & Sunday 23<sup>rd</sup> October 2011:

- 9.00am – 3.00pm: Saturday 22<sup>nd</sup> **OR**  3.00pm – 9.00pm: Saturday 22<sup>nd</sup>.
- 9am – 5pm (All day): Sunday 23<sup>rd</sup> October 2011.

***Please note that whilst we will endeavour to allocate you to your preferred position/ role, you may be required to undertake a rotation of all roles dependant on the organiser's requirements.***

**How did you find out about Motorclassica volunteering opportunities?**

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**Please ensure you fully complete the form and return it to Kate Pearce via email: [kpearce@etf.com.au](mailto:kpearce@etf.com.au) or fax: 03 9321 6751 by COB Tuesday 27<sup>th</sup> September 2011.**