



# Volunteer Handbook 2025

PRESTWICH  
ARTS FESTIVAL



# Welcome!

Welcome to Prestwich Arts Festival!

Thank you for offering your time and energy to help make this event a success. As a volunteer, you play a crucial role in ensuring our festival runs smoothly and everyone has a wonderful experience.

We're excited to have you on board!



# What is Prestwich Arts Festival?

Prestwich Arts Festival is a creative community festival established in 2018 and run completely by volunteers. We're here to bring the joy of arts to as many people as possible in Prestwich, to celebrate the talents and creativity of our diverse local community, to bring people together and have fun!

## **Festival Dates and Locations:**

**Dates:** 26th-28th September 2025

**Location:** Prestwich venues (tbc)

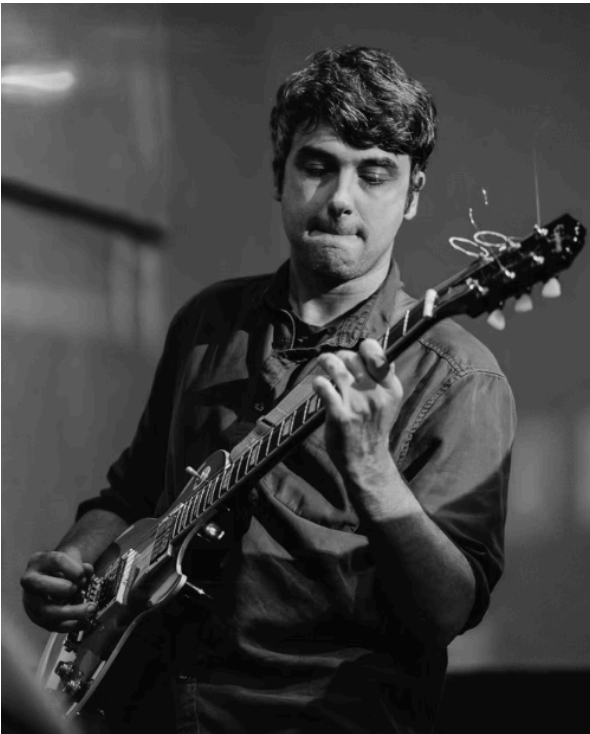
# Volunteer Roles & Responsibilities

Prestwich Arts Festival will take place over one weekend, offering a variety of small, intimate events that include:

- Art Exhibitions
- Workshops and Masterclasses
- Live Performances
- Interactive Art Installations
- Community Engagement Projects

Your role as a volunteer will be crucial in assisting with these events, publicising them, and ensuring a safe and enjoyable experience for all participants.





# Volunteer Roles & Responsibilities

## Publicity and Engagement

A significant part of the festival involves raising awareness and engaging the local community. Publicity volunteers will assist in promoting the festival leading up to and during the event.

- **Flyering:** Distribute event flyers in local cafes, shops, community centers, and other high-foot-traffic areas.
- **Community Events:** Upon availability volunteers will be asked to help with stands at Clough Day and Makers Market.
- **Social Media Support:** Share posts, engage with attendees, and take photos of events (with permission) to keep the community involved.
- **Event Assistance:** Act as ambassadors for the event by greeting festival-goers, providing information, and ensuring people are aware of the schedule.

# Volunteer Roles & Responsibilities

## Event Support

Each of the smaller events will need volunteers to assist with setup, provide logistical support, and ensure that the events run smoothly.

**Set Up and Breakdown:** Assist artists and event organizers with setting up and taking down exhibitions, installations, and performances. This may involve helping move materials, setting up displays, or ensuring technical equipment is working.

**Event Coordination Support:** Ensure that participants are in the right place at the right time, assist with crowd control if necessary, and provide logistical support to artists and guests.

## General Volunteer Responsibilities

**Be on Time:** Arrive at your assigned location promptly, and be ready to help!

**Wear Your Volunteer Badge/ID:** Always wear your volunteer ID to be easily recognized by festival-goers and event staff.

**Friendly and Approachable:** Act as a point of contact for attendees. Offer a welcoming attitude and share information about the events, schedules, and artists.

**Support the Artists:** Assist the artists and organizers by following their instructions and offering help where needed.

**Follow Health and Safety Guidelines:** Make sure you're aware of all safety procedures and help ensure the safety of attendees.

# Safeguarding

As volunteers, you are responsible for creating and maintaining a safe environment for everyone involved, including artists, attendees, and other volunteers. This is especially important since some events may involve children or vulnerable adults.

## Safeguarding Code of Conduct

**Respect and Inclusion:** Ensure that all interactions are respectful and inclusive, fostering a welcoming environment for all attendees, regardless of their background.

**Boundaries and Behaviour:** Maintain professional and appropriate boundaries when interacting with festival-goers, particularly with children or vulnerable adults. If you're unsure about what is appropriate, please seek guidance from a supervisor.

**Safeguarding Vulnerable Groups:** If your event involves children or vulnerable adults, it's essential that you stay vigilant and report any concerns to the designated Safeguarding Lead

## Reporting Concerns

If you observe or suspect any form of abuse, neglect, or inappropriate behaviour, it's crucial to act quickly:

Ensure the safety of the person involved: If you think someone is at risk, try to separate them from any potential harm.

Report immediately to the Safeguarding Lead or another senior team member.

Your safeguarding lead is your event lead at the event you are volunteering at.

# Health and Safety

The safety of all participants is paramount. As a volunteer, please familiarise yourself with the following:

- **Event-Specific Risks:** Each event will have an event specific risk assessment which will be discussed during an event brief by your Event Lead.
- **Know Emergency Procedures:** Be aware of all emergency exits and first aid locations at each venue or event space.
- **Report Hazards:** If you notice any hazards or unsafe situations (e.g., tripping hazards, electrical issues), report them immediately to a senior volunteer or event manager.
- **First Aid:** Know where first aid kits are located. If you witness a medical emergency, immediately contact the nearest first aid personnel or emergency services.
- **Setting Up Art Installations:** When assisting with setups, always follow instructions from the artists. Ensure that displays are safe and stable.



# Code of Conduct for Volunteers

We want everyone involved in the festival to have a positive and rewarding experience. To make this happen, volunteers are expected to:

- Be Punctual and Reliable: Show up on time and be ready for your tasks.
- Respect and Inclusivity: Treat all festival attendees, artists, and fellow volunteers with respect and kindness
- Professionalism: Maintain a professional attitude at all times, especially when dealing with sensitive issues or concerns.
- No Alcohol or Drugs: Volunteers must not be under the influence of alcohol or drugs during their shifts.



# Communication During the Festival

Clear communication is key to a smooth festival experience. Here's how we'll stay in touch:

- Volunteer Check-ins: Check in with your volunteer coordinator at the start and end of your shift.
- Communication Channels: You may be added to a group chat for real-time updates and any changes to schedules or duties. Please keep your phone on vibrate and check it periodically for important information.
- Ask for Help: If you're ever unsure about something or need assistance, don't hesitate to ask the volunteer coordinator or senior team members.





# Conclusion

Thank you for joining the Prestwich Arts Festival team!

Your involvement is invaluable in creating a memorable experience for the community and supporting local artists. Please refer to this handbook as needed throughout the weekend, and feel free to reach out with any questions.

Let's work together to ensure the festival is a fun, safe, and inspiring event for all involved!

