

TEDxExeter

x = independently organized TED event

TEDxExeter 2016 Volunteer Role Agreement

TEDxExeter volunteers play a crucial part in making the event a smooth-running and memorable occasion. As a volunteer, you will support the sharing of ideas that might just change the world.

Availability

You will need to be available to help at the Exeter University Streatham Campus on the following dates:

- **Pre-event briefing, two weeks before the event (date tbc):** a chance to meet each other and discuss your specific roles during the event (Venue tbc)
- **Pre-event rehearsal, Thursday 14th April 10am – 5pm:** speaker rehearsals, sponsor set-up and essential safety briefings (Exeter University Streatham Campus)
- **Event day, Friday 15th April 7am – 6pm** (Exeter University Streatham Campus)

In order to be a volunteer, we need you to commit to being available for the whole event day on 15th April. It is also important that you are free to attend the pre-conference day on 14th April.

The majority of volunteers will be seated with over 400 other people in the Alumni Auditorium, where for the first time in 2016, we will be hosting a livestream from the Northcott Theatre. Both audiences will then join together for breaks and lunch in the Great Hall.

Roles

Volunteering will include some of the following:

- Registering people on arrival
- Directing people / cars
- Welcoming people
- Holding doors and checking wristbands
- Directing people from the Northcott or the Alumni Theatre to the Great Hall during breaks and lunch
- Helping sponsors in the Great Hall
- Helping the production team behind the scenes (one person needed)
- Clearing up at the end of the day
- Answering questions from attendees
- Any other duties as required

If you have other useful skills, e.g. in tech, production, languages, social media, software development, or simply being able to give your time in the weeks beforehand with whatever needs doing, we'd love to hear from you.

Qualities and skills

TEDxExeter volunteers need to be:

- Reliable
- Punctual
- Enthusiastic
- Helpful, polite, approachable
- Friendly, welcoming, inclusive
- Have the ability to take initiative and 'pitch in'
- Team-players
- Share the TED passion for spreading ideas that will change the world

Name:	
Contact number:	
Email address:	
Please tell us a little bit about yourself, and why you would like to volunteer for TEDxExeter	
I agree to volunteer for the above role and to carry it out to the best of my ability.	
Signed:	
Date:	

Please sign the agreement (email signature is fine) and email to Ed Bird at ed@tedxexeter.com.

If you have any further questions, please contact Ed Bird on 07515 688907

Closing date for applications is Tuesday 24th November at 5pm. We will let you know if you've got a place by 30th November. Tickets for the event will go on sale on 1st December 2015.