

## Back the Bank – How can you help get involved with our community?

<b>Area to support</b>	<b>Marketing inc PR</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Writing copy for social media including the website</li> <li>• Website design</li> <li>• Management of branding</li> <li>• Producing press releases for local press</li> <li>• Ensuring photos are taken and available</li> <li>• Working with each event organiser to ensure there is marketing support to promote their event</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	1 - 2 days per month on average
<b>Skills / interests that match this role would include:</b>	Love of creative writing / Marketing or PR experience / Social media understanding
<b>Contact for further information:</b>	chair@astwoodbankcg.co.uk

<b>Area to support</b>	<b>Astwood Bank in Bloom</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Help out on volunteer days such as spring bulb planting</li> <li>• Become a team member for planned environmental work in Overdale Park and Hoopers</li> <li>• Help maintain / water flower beds and troughs that could be outside your home</li> <li>• Help organise fund raising events</li> <li>• Help our entry into Britain in Bloom in 2020</li> <li>• We are open to ideas just share them with us</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	Could range from 5 minutes a day for watering to a day a month helping planting and environmental work
<b>Skills / interests that match this role would include:</b>	Gardening (but not essential), being outdoors and meeting new people, seeing the colourful results bloom every year!
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<b>Area to support</b>	<b>Raffle</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Contacting/visiting companies to arrange raffle prizes</li> <li>• Organising ticket printing</li> <li>• Allocating and delivering of tickets</li> <li>• Selling tickets</li> <li>• Collecting used tickets</li> <li>• Collating ticket stubs/monies</li> <li>• Selling carnival day (route and field)</li> <li>• Folding carnival day</li> <li>• Contacting winners &amp; delivering prizes</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	1 -2 days/month March – June ½ day/week June-July 1 day carnival week + carnival day & Sunday contacting winners & delivering prizes

<b>Skills / interests that match this role would include:</b>	Outward going & confident to approach companies for prizes and people to purchase tickets
<b>Contact for further information:</b>	chair@astwoodbankcg.co.uk

<b>Area to support</b>	<b>Field</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Promoting stall bookings</li> <li>• Assisting with organising arena acts before the event</li> <li>• Assisting with the running of the arena on the day</li> <li>• Assisting with directing stall holders on the morning of the carnival</li> <li>• Litter picking on carnival day</li> <li>• Helping set up the field the day before carnival (putting out tables and chairs, helping erect gazebos, putting out signs etc)</li> <li>• Helping clear up the day after carnival (taking down gazebos, putting chairs and tables away, taking down signs)</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	Activities before carnival, it could be a few hours here and there. Helping on carnival day, or for the set up and clearing up, you could offer to do a couple of hours. Running the arena would be the whole of carnival day (but with a prime seat to watch all the action!)
<b>Skills / interests that match this role would include:</b>	No special skills required for most jobs. For running the arena, being assertive (to make sure people are where they should be) would be helpful.
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<b>Area to support</b>	<b>Carols in the Park</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Completing and submitting the park booking form</li> <li>• Booking the band, Santa and AB Operatic Society to attend the event</li> <li>• Liaising with the PR team to promote the event, produce promotional material such as an event poster</li> <li>• Installation of the banner and distribution of posters around the village</li> <li>• Liaise with charities regarding mulled wine and mince pie donations</li> <li>• Co-ordinate with the Team on the event day to deliver the event</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	Main time commitment is from September onwards. Limited to a few hours in Sept – November but more time in December – mainly on the actual event day
<b>Skills / interests that match this role would include:</b>	If you enjoy Christmas then this is for you. No particular skills are required to be involved in this event.

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<b>Area to support</b>	<b>Charities Liaison</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Emailing our chosen charities about forthcoming events or with any requests we may have</li> <li>• Liaising with the chosen charities each year regarding the Open Meeting</li> <li>• Focal point for the charities if they have any questions during the year.</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	Maximum of an hour each month
<b>Skills / interests that match this role would include:</b>	Generally, communication is via email so great if you feel that you could only help "out of normal hours"
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<b>Area to support</b>	<b>Light up the Bank – For Christmas</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Contacting local businesses to discuss sponsorship</li> <li>• Help organise fund raising events</li> <li>• Liaising with the electrical contractor regarding annual installation and removal.</li> <li>• Potentially helping organise an official switch on event</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	1-2 hours per month. Mainly towards the end of the year. Adhoc meetings with the light up the bank team.
<b>Skills / interests that match this role would include:</b>	If you would like to see more lights at Christmas then this might be perfect for you to get involved in.
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<b>Area to support</b>	<b>Events (Other than Carnival)</b> <b>Pre-Carnival Event (Evening before Carnival);</b> <b>Easter Egg Hunt;</b> <b>Horse Race Night;</b> <b>Murder Mystery;</b> <b>Bollywood Night;</b>
<b>Key activities you could help with</b>	Suggest idea/s Book the entertainment Create marketing material i.e. poster/banner Design tickets Promote and sell tickets Content for social media Get 2-3 people to run bar/food at the event Organise catering for the event Organise raffle: prizes, raffle books, people to sell on the night.

<b>Approximate amount of your time throughout a typical year</b>	2-3 hours to plan and book attraction/entertainment/food The other preparation can be delegated to others On the day – turn up 1.5 hours ahead to set up and be ready to greet first arrivals. Be on hand during the evening to ensure it runs smoothly but there is plenty of opportunity to enjoy the event!
<b>Skills / interests that match this role would include:</b>	Enjoy planning events, keeping on top of what needs to be done by when. Co-ordinating activities; delegating where necessary. Happy to promote and sell tickets
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<b>Area to support</b>	<b>Carnival Day VIPs</b> We invite local dignitaries [MP, Mayor, a couple of local councillors] to judge the floats and present the float prizes plus the “crowning” of the Carnival Queen. The VIP’s really enjoy this occasion – it is a highlight of the Mayor’s year.
<b>Key activities you could help with</b>	Book the VIP’s; update the briefing notes for the VIP’s i.e. what we are asking them to do and the timetable on the day. Nearer the day, confirm attendance with them Greet them on the day, take them round the floats so they can judge them, get the results of the judging, escort them to the limousines for the Carnival Parade, meet them on their return from the Parade, escort the Mayor and MP to the Carnival arena for them to present the float prizes and to crown the Carnival Queen.
<b>Approximate amount of your time throughout a typical year</b>	2-3 hours leading up to Carnival weekend. Need to be available on Carnival day morning and until VIP’s have finished their duties around 2.45pm
<b>Skills / interests that match this role would include:</b>	Be interested in ensuring our guests are welcomed and clear on what we are asking them to do and when.
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<b>Area to support</b>	<b>Sponsorship and Advertising</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Help to raise more funds each year for donations and to help to do more for our community</li> <li>• Selling adverting space to local community businesses</li> <li>• Selling sponsorship opportunities to larger locally based businesses</li> <li>• Producing the programme content</li> <li>• Collating programme content from others</li> <li>• Publishing the programme (getting it printed)</li> </ul>

	<ul style="list-style-type: none"> <li>• Distributing the programme – selling copies – generating income for the local community, charities and good causes</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	1 day per month on average; Additional days Feb-May to get programme produced, full of adverts with sponsorship secured
<b>Skills / interests that match this role would include:</b>	<ul style="list-style-type: none"> <li>▪ Sales skills</li> <li>▪ IT literate and able to publish documents ready for printing</li> <li>▪ Proof reading</li> <li>▪ A good local knowledge of Astwood Bank and Redditch based businesses and their personnel</li> </ul>
<b>Contact for further information:</b>	chair@astwoodbankcg.co.uk

<b>Area to support</b>	<b>Road Closures (Carnival and Remembrance)</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Producing road closure packs of information for marshals</li> <li>• Recruiting road closure marshals</li> <li>• Inducting and managing the road marshals</li> <li>• Submitting road closure notices to the local authority</li> <li>• Hiring the road closure signs</li> <li>• Hiring and operating the radio communication equipment</li> <li>• Arranging for road closure notices to be printed and put up prior to the event (and taken down post event)</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	2 days May – July to get closure notices for carnival event Overall 1 day on the day of the carnival plus evening briefing session. 2 days Sept-Nov to get closure notices for remembrance day event Overall 1 day on remembrance day plus evening briefing session.
<b>Skills / interests that match this role would include:</b>	<ul style="list-style-type: none"> <li>▪ Ability to submit forms to local authority and meet their requirements to successfully close the roads</li> <li>▪ Recruitment of road closure marshals</li> <li>▪ Experience of working with road closures</li> <li>▪ An understanding of relevant health and safety management legislation</li> <li>▪ Experience in using radio communications</li> <li>▪ Printing of signage</li> <li>▪ Teamwork</li> </ul>
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<b>Area to support</b>	<b>Marshalling (Carnival and Remembrance</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Marshall a section of road to maintain a road closure</li> <li>• Put out road closure notices / barriers</li> <li>• Represent the Astwood Bank Community Group</li> <li>• Help to ensure a safe, secure and successful event</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	Evening briefing session prior to each event Approximately 3 hours on carnival day and Remembrance day
<b>Skills / interests that match this role would include:</b>	<ul style="list-style-type: none"> <li>▪ Teamwork</li> <li>▪ Communication</li> <li>▪ 2-way radio skills</li> <li>▪ Follow guidance given by control</li> </ul>
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<b>Area to support</b>	<b>Carnival Procession</b>
<b>Key activities you could help with</b>	<ul style="list-style-type: none"> <li>• Arranging the procession</li> <li>• Liaising with local groups</li> <li>• Circulating information</li> <li>• Creating and communicating entry packs</li> <li>• Coordinating and booking marching bands</li> <li>• Arranging floats and procession vehicles</li> <li>• Ensure briefings are circulated to groups</li> <li>• Coordinate floats on carnival day</li> <li>• Marshall and control procession</li> <li>• Create schedule of actions to deliver procession</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	Feb-April – 2 days per month; April-July – 3 days per month
<b>Skills / interests that match this role would include:</b>	<ul style="list-style-type: none"> <li>▪ Safety conscious</li> <li>▪ Organised</li> <li>▪ Speaking with groups</li> <li>▪ Management of paperwork</li> </ul>
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<b>Area to support</b>	<b>Royalty</b>
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<b>Key activities you could help with</b>	Key activities include: <ul style="list-style-type: none"> <li>▪ Advertising for applicants for royalty</li> <li>▪ Recruitment and press-related activities.</li> <li>▪ Interview for the Royalty</li> <li>▪ Attend events with the Royalty</li> <li>▪ Particular help needed involves being part of managing royalty on carnival day.</li> </ul>
<b>Approximate amount of your time throughout a typical year</b>	2 – 3 days per month in lead up to Carnival
<b>Skills / interests that match this role would include:</b>	Ability to interact with young people; creative writing; marketing.
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