

# GP WEEKEND

## ROLES

## FAQ'S



**PORTALOO  
DELIVERY**



**CAR PARK  
LAYOUT**



**CAR PARK  
ROLES**



# CAR PARK LAYOUT

What is the job?	Setting up parking and pedestrian zones in each car park as per the agreed layouts. Installing signage and equipment.
When?	Wednesday & Thursday night before the GP. The car park layout co-ordinator will confirm the time all teams will meet
Where?	The volunteer co-ordinator will confirm meeting point and the car park co-ordinator will be on hand to run through all tasks.
Who will I be working with?	Teams of 2-6 adults per location (dependant on task) All volunteer groups are mixed and representative of the CIC community.
Do I need to bring equipment?	Please wear closed toe shoes and bring gardening gloves. All other equipment will be provided.
Can I bring a child?	Children 10+ and they must be accompanied by an adult.

**Further role information can be found at**

**[www.silverstoneschoolparking.co.uk/volunteerzone/role-information-packs/](http://www.silverstoneschoolparking.co.uk/volunteerzone/role-information-packs/)**



# PORTALOO DELIVERY

What is the job?	Escort suppliers delivery driver to our car park sites and confirm portaloos locations (as per car park layouts)
When?	Thursday morning (any time from 6:30am) before the GP. The volunteer co-ordinator will confirm timings which are dependant on the supplier.
Where?	Meet the driver at the school, escort to Church St and Green Lane.
Who will I be working with?	Alone with our suppliers delivery driver
Do I need to bring equipment?	Please wear closed toe shoes. A car or bicycle will be required.
Can I bring a child?	No.

Further role information can be found at

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# CAR PARKING

What are the car parking jobs?

Car parking roles fall into 2 categories across multiple shift start times:

**Morning** (Fri 06:00 - 12:15, Sat 05:45 - 13:15, Sun 05:00 - 13:15):

- Entrance Greet / Scanner - Scanning tickets, checking driver details, explaining car park details i.e. exit points, gates locked etc
- Traffic / pedestrian management - encouraging pedestrians to use pedestrian pathways, directing traffic to parking rows, stopping traffic to ensure pedestrian safety, answering customer questions etc.
- Parking attendant - Requesting drivers reverse park, prioritising pedestrian and vehicle passenger safety.

All early morning volunteers will also be setting up the site and equipment for the day.

**Afternoon / Evening** (Fri 12:00 - 19:30, Sat 13:00 -20:00, Sun 13:00 - 20:00 ):

- Entrance Greet / Scanner / Parking attendant for late arrivals
- Traffic / pedestrian management - encouraging pedestrians to use pedestrian pathways, , stopping traffic to ensure pedestrian safety, answering customer questions etc.
- Site maintenance - swapping signs around, tidy up and store equipment ready for the morning team.



# CAR PARKING

There are multiple start times across the main shifts.  
The rota will clearly show which shift you have been allocated.

When?

Day	Morning shift	Afternoon / Evening shift
Friday	06:00 - 12:15	12:00 - 19:30
Saturday	05:45 - 13:15	13:00 - 20:00
Sunday	05:00 - 13:15	13:00 -20:00

Where?

At the car park stated on the rota.



# CAR PARKING

What if I haven't done this job before?	Full training will be given nearer the event and all shifts will have a 15 minute hand over for information or questions about the role to be shared.
How will I know what job I am doing?	The rota will clearly show which job you have been allocated.
Do I need to bring equipment?	Please wear closed toe shoes. All other equipment will be provided
Can I bring a child?	Children must be accompanied by an adult at all times. Please be mindful there will be periods of inactivity, crowds, periods of a constant stream of people or traffic and/or noise. Please consider if this suitable for your child and their personality.

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# THE BIG TIDY UP

What is the job?	Clear all car parks of rubbish and car park equipment. All car park equipment (stakes, signs etc) must be returned to the school site. All rubbish must be taken to the school site and placed in the appropriate bin.
When?	Sunday night of the GP weekend, from 8:00pm
Where?	The volunteer co-ordinator will confirm meeting location.
Who will I be working with?	Big Tidy Up team sizes are between 2 and 4 people. All volunteer groups are mixed and representative of the CIC community.
Do I need to bring equipment?	Please wear closed toe shoes and bring gardening gloves. A car / van may be required to transport equipment back to the school from the car park –the volunteer co-ordinator will liaise with volunteers regarding this.
Can I bring a child?	Children 10+ and they must be accompanied by an adult.

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