



**Thank you for volunteering! Your support is vital to the success of this event. Please follow the plan below to ensure a smooth and enjoyable day**

### **BEFORE THE DAY**

- Make sure you have checked your shift time in the confirmation email from Rosterfy, this may have been updated slightly following the entries being closed

### **ARRIVAL**

- Arrive on site no later than 20 minutes before your shift starts
- This allows time for check-in and preparation

### **REGISTRATION**

- Head to the Organisers Office located in front of the Buckingham Arena upon arrival
- Sign in with the Volunteer Co-ordinator
- Collect your
  - Hi-vis tabard (must be worn at all times while on duty)
  - Collect your refreshment voucher

### **DURING YOUR SHIFT**

- Arrive at your station in good time. If you are taking over the role from another volunteer allow time for them to hand over any information that you may need
- Follow the instruction provided by your Team Leader or the Volunteer Co-ordinator
- If you have any questions or issues, return to the Secretary's Office or contact the Volunteer Co-ordinator

### **END OF THE DAY**

- Sign out with the Volunteer Co-ordinator
- Return your hi-vis tabard

### **TOP TIPS FOR THE DAY**

- Wear comfortable footwear and weather appropriate clothing – Don't forget your sun block!
- Stay hydrated – water will be supplied throughout the day, of course, you are welcome to bring your own refreshments too
- Take breaks – a Relief Volunteer will cover your role while you take a break
- Make a note of the Volunteer Co-ordinator's contact number: 07951 036 875 – TEXT ONLY
- Enjoy the atmosphere and enjoy yourself, thank you for being part of the Barrier Spring Festival Volunteer Team and making it possible to run this fantastic event!

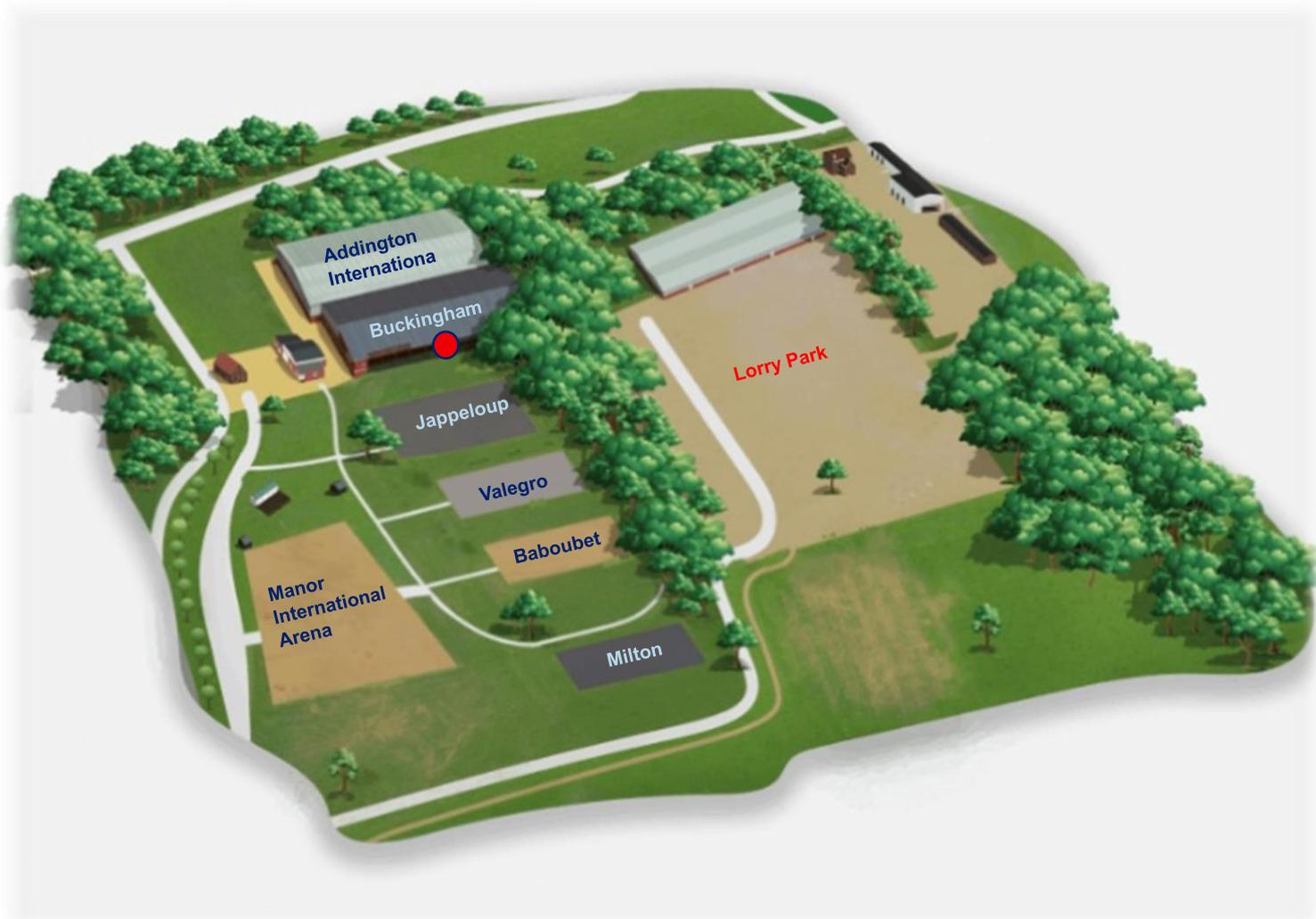
## GENERAL INFORMATION

**Address:** Addington, Buckinghamshire, MK18 2JR

**Venue Contact:** 01280 416469

Make sure your details are up to date on Rosterfy to be entered into the Volunteer Prize Draw for tickets to **Royal Windsor Horse Show 2026**

## Addington Equestrian Centre Layout



 Organisers Office