

AUTO ASSEMBLY 2012

Auto Assembly 2012 Volunteering Information Pack Second Edition - 30th May 2012

For Auto Assembly 2012 to be as successful as possible, we're going to need YOUR help! We're looking for volunteers to help out on the day (and the night before and even in the run-up to the event) and we're asking for your help!

We have been trying to refine our volunteer system over the last couple of years and our priority for 2012 is to ensure our volunteers have plenty of time to enjoy the weekend as well as helping to ensure that the convention runs smoothly while still being adequately prepared and trained for all of their duties and have all the support and training they need during the convention. We also want to ensure that everyone is aware of when their duty shifts will be well in advance of the convention and as such we are setting a cut-off date for volunteers this year.

There are a lot of ways that you can get involved and although they won't take up much time during the day, it would have a massive impact on Auto Assembly and we'd be eternally grateful! While we won't be able to pay anyone for helping out we are hoping to be able to offer preferential seating during guest talks, early access to the convention from the same time all our staff and dealers do, so you will have first crack at the dealers!

We will be assigning all of our volunteers to specific "teams" over the convention weekend. Each team will be assigned a dedicated aspect of the convention - this could be looking after our guests, the guest talks and main programme items, providing support to our staff who will be running the main Control Desk, the Game Zone or other parts of the convention. In addition to your dedicated team, all our volunteers will double up as set-up crew although this will only be for a limited amount of time if you can spare it to help us get the convention ready for everyone.

What we hope is that, by doing this, you'll all have a clearer idea of your duties for the weekend and will have better one-to-one support and training from your individual team leaders who you will all be introduced to on the Friday evening and who will remain in contact with you between now and the convention itself.

Some areas of the convention will be more popular than others, so we are asking you to list several teams in order of preference in case your chosen team becomes fully staffed. We have tried to keep the rest of the Volunteer Form as simple as possible but there is some key information that we need to allow us to give you the most support in your duties as possible and not push any of you beyond what we think you will be capable of doing. For those of you who have been regular volunteers or who have more experience, we are looking for Senior Volunteers who will be assigned duties with greater responsibility at the convention.

To get involved, simply complete the form and email it back to us as soon as possible and we will be in touch!

Anyway, what follows are details of the various teams that our volunteers will be assigned to and the general duties that will be involved for each over the weekend:-

BOX SHIFTING / SET-UP - ALL VOLUNTEERS

Not the most glamorous of terms, but one of the most important of jobs before Auto Assembly is ready! We have a massive amount of equipment and items that need to be moved into the Hilton from different vehicles and from houses, as will dealers and exhibitors and once everything is into the hall, setting everything up including the registration area, displays, seating and everything else in between!

This is a fairly simple area of work but it really is dependent on sheer manpower and we basically need as many bodies as we can to help out - quite simply, the more the merrier! The quicker we can unload vehicles the better and then we can concentrate on physically getting the hall ready to open and the sooner the hall is ready, the earlier Auto Assembly can begin!

We have access to the hotel from 12:00 noon on Friday 3rd August and it is our intention to have the hall set up and ready to roll by approximately 5:30 pm for the early evening bonus programme to start for weekend attendees.

However, the set-up job isn't going to be restricted to the Friday this year... there may be some additional set-up duties on Saturday morning and we will possibly need a set up crew at 5:30 pm on Saturday evening once the hall closes as we have just 90 MINUTES to get our **secondary** hall ready for the evening programme!

Again, we may need staff first thing Sunday morning if there is additional set-up work and finally break-down crew after the convention on late Sunday afternoon / early evening. Some dealers may also need help with setting up their stalls or moving their stock to / from their vehicles so there's plenty to be done here!

REGISTRATION SUPPORT

We may need some assistance supporting our main team on the Friday afternoon and Saturday and Sunday mornings handing out packs and goodie bags to attendees when they arrive. We are going to be issuing passes to everyone at the convention this year rather than in advance so we will need to have a few volunteers to help us issue passes and goodie bags and checking that people have the correct proof of booking when they arrive.

This is a high pressure role as we may have anything up to 600+ fans to check into the convention within a five hour window so it is a challenging role so we ask that you only volunteer for this if you are a past Auto Assembly volunteer or have previous event experience.

GAME ZONE

Love video games? Well this part of the convention is for you! We want team members to help oversee our video games area during the convention. You'll help show attendees how to play the different games on display, make sure that the games and consoles aren't damaged during use and for machines with more than one game available, rotate the games on offer so there is always plenty of variety on offer.

GUEST SUPPORT / SECURITY

There are two main areas to this part of the volunteering crew. Because of aspect of the work isn't so glamorous or fun, we've combined it with part of the convention that is going to be one of the most envied jobs over the weekend to make up for it!

Door Staff

Nothing too intimidating here. All we need throughout the weekend are plenty of volunteers who will be able to take it in turns keeping an eye on the entrances to the hall and just ensure that no-one enters who isn't wearing a pass for the convention. If anyone does, it's just a case of asking them to put theirs on and if they are coming to register for the day/weekend to direct them to the Control Desk. Because of our new check-in system, most fans will have picked up their passes on the Friday afternoon so this will really only be a case of directing day attendees on Saturday or Sunday and just making sure that people are wearing their passes who have already paid.

For single day / weekend attendees, passes will be colour coded so you'll be able to identify whether people should still be at the convention or not and we'll explain this properly to everyone who takes on this role!

There will be plenty of other people around to support you so you will **never** be left alone to do this and it will be kept to short shifts to cover doors.

Guest Support

As the Door Staff part of the role can be a tedious, solitary role, this is the best part! Here you will get to help to look after our guests for the weekend! This will be quite varied and incredibly rewarding as you will spend most of this time basically looking after all our comic guests and guests of honour in a number of ways.

This could range from running basic errands for them, ensuring that autograph queues are not over-crowded, that fans do not return to the same queues after they have seen a guest, and to ensure that announced autograph limits are kept to.

RUNNERS

The Runners will be to be on hand to act as "messengers" to help out staff on the Control Desk, our guests and our staff generally helping out when they aren't able to leave their areas when things are needed or they need to get something to another part of the hall quickly. Also, you'd be involved during the auction helping to display items, and getting details from successful bidders.

FIRST AIDERS

Pretty self-explanatory really. We would need a couple of people (with appropriate first aid qualifications) to be on hand. Rather than being on duty at specific times, we'd prefer to have a couple of people on call during the weekend. If possible, we are hoping to get some radios in and we would be able to provide you with one to wear so we can contact you if needed or alternatively we would need be able to reach you at any time via mobile phone. Obviously, The Hilton staff will be informed immediately as well. All you would need to ensure is that if you leave the venue for any reason, that we are notified and if we have them available, you leave your radio on the Control Desk if we supply you with one.

PROGRAMME SUPPORT

This is the one of the key roles for volunteers as you will help in the smooth running of the convention and making sure everyone has a great time! This could be quite varied - it could range from something as simple as changing DVDs periodically to overseeing games running in the Game Zone and various other activities that we will be running such as the workshops making sure that the guests running them are looked after!

As there will be fan-run activities taking place in the Alternative Programme Room over the weekend, we need to ensure that there is at least one convention staff member / volunteer present during these, so you could be assigned to supervise one of these and if it's something you were planning on attending anyway, then you won't even know that you're on duty! It should be a fairly fun job as there will be plenty of stuff to do if it's quiet!

Finally, we will need help during all of our panels with microphones ensuring that everyone who asks a question can be heard so we will need a few people roaming the audience with a radio mic and spotting eager fans wanting to ask questions of all of our guests!

This is a role that could change from one minute to the next so you won't get bored!

PUBLICITY

Something where all of you can help out! If any of you know of any comic or sci-fi stores near where you live who might be willing to take Auto Assembly leaflets to hand out, please let us know and we can get some sent to you. We will be producing flyers nearer to the convention and these will be ideal for in-store promotion or distribution at other shows around the country!

Also, if you have a website and want the code for the Auto Assembly banner so you can add it to your website, again let us know!

STEWARDS

Some of you who are volunteering this year may be contacted and offered more "senior" volunteer positions - Stewards. You will have greater responsibility over the weekend and may be responsible for certain areas of the convention and may have greater involvement behind the scenes with Auto Assembly 2012. These positions will be offered on an invitation basis only to long-standing volunteers and convention helpers.

REWARDS AND DUTY SHIFTS

We are changing the way our volunteer system works for Auto Assembly 2012 and we can now confirm what benefits we can offer to all of you who volunteer to help out at the convention. We do want to stress that we may not be able to accept **every** person who offers to become one of our volunteers - this depends on the number of people who come forward and the number of available duty shifts that we have, but we will consider every application that we have.

Anyway, we will be offering several levels of rewards for our volunteers and this will be based on the amount of involvement that you put into the convention throughout the weekend. Prior to the convention, you will be issued with a sheet detailing your duty shifts for the weekend which you will need to keep with you at all times. Once each shift is complete, you will need to get this signed by your Team Leader and hand in the completed form to us at the end of the convention.

There are four basic levels of duty shifts that we will be offering throughout the weekend and we will work with all of you to agree how many hours you will volunteer over the weekend but the rewards you will receive will be based on the following:-

Bronze - 1 hour of set-up duties plus 2 hours of duty shifts

Volunteer T-shirt

DVD set with footage of panels to be sent after convention (minimum of all the main guest panels)

Certificate of thanks

Early access to the Dealers Room each day

Silver - 2 hours of set-up duties plus 4 hours of duty shifts

Volunteer T-shirt

DVD set with footage of panels to be sent after convention (minimum of all the main guest panels)

Certificate of thanks

Early access to the Dealers Room each day

Half price pass to Auto Assembly 2013

Gold - 2 hours of set-up duties plus 6 hours of duty shifts

Volunteer T-shirt

DVD set with footage of panels to be sent after convention (minimum of all the main guest panels)

Certificate of thanks

Early access to the Dealers Room each day

Free pass to Auto Assembly 2013

Platinum - 2 hours of set-up duties plus 10+ hours of duty shifts

Volunteer T-shirt

DVD set with footage of panels to be sent after convention (minimum of all the main guest panels)

Certificate of thanks

Early access to the Dealers Room each day

2 free passes to Auto Assembly 2013

As you can see, the more hours you volunteer over the weekend, the better rewards you will receive! At the end of the weekend if you have managed to do all of your agreed duties then you will get the promised level of rewards. If not, your package will be downgraded to the next level where appropriate.

**** GENERAL INFORMATION ****

Before you complete your volunteer form, we must stress that **all** volunteers for Auto Assembly 2012 must be 16 years old or over. We are not able to accept responsibility for minors or their actions during the course of the convention, so all our staff and/or volunteers must be adults.

We will hold a pre-convention briefing session for all of you on the Friday evening before the convention where you will all get to meet some of the committee and your team leader where you'll be assigned your duties and you'll be able to ask any questions about your role over the weekend.

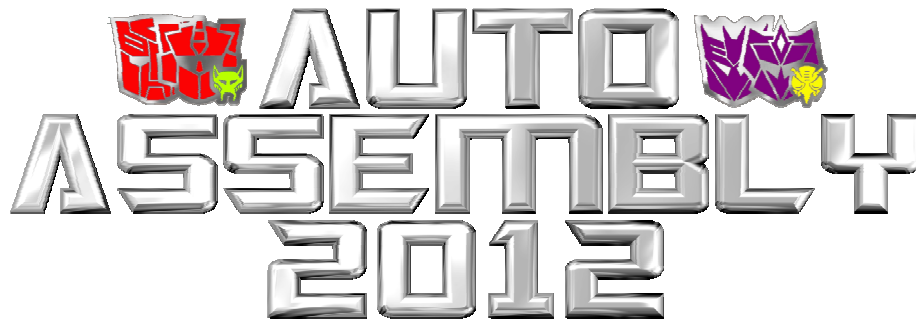
Your t-shirt will be given to you at the start of the convention and we will ask you to wear when you are on duty. This will make it easy for us to identify and find you when you are needed and will also make it easy for attendees to know who is a volunteer and who isn't and who they should listen to when there are crown control situations e.g door control, autograph queues. Please note that these t-shirts are NOT to be passed on to anyone else.

As we said earlier, if you want to get involved in helping out, just complete the attached Volunteer Form, send it to us and we'll get back to you to talk about your duties and when you'll be available. We are eternally grateful for all of you offering to help out during the weekend as we need every pair of hands we can get!

Please complete and return the volunteer form to us by no later than **30th June 2012**.

Thankyou,

The Auto Assembly Team



AUTO ASSEMBLY 2012

**Europe's Largest Transformers Convention
3rd - 5th August 2012 - Hilton Birmingham Metropole Hotel, Birmingham, England**

- Volunteer Application Form -

Thanks for offering to help out at Auto Assembly 2012. Everyone who helps out at the convention will make a massive difference in ensuring the smooth running of the event and making Auto Assembly the best Transformers event we can possibly make it!

While we can't pay anyone for helping, we do have several levels of rewards that we will be offering to volunteers and all of you who are accepted will receive a set of DVD-ROMs containing video footage that we record over the convention weekend and early access to the convention! To apply to be a volunteer, just complete your details and email or post this form to us and we'll get back to you!

| | | | |
|----------------------|----------------|----------------------|--|
| Name | | Ticket Number | |
| Address | | | |
| Email Address | | | |
| MSN ID | | | |
| Arrival Date | | Arrival Time | |
| T-shirt Size | S / M / L / XL | | |

We **MUST** have an email address and mobile number so we can contact you regarding your duties. An email address is preferable so we can send you a copy of your Duty Roster and discuss your role at the convention properly. **Please note that ALL volunteers must be 16 or over.**

Your MSN ID will allow us to hold online "meetings" and discussions with volunteers who have questions about duties. This is optional but some of you may find it useful to contact us this way.

PAST AUTO ASSEMBLY EXPERIENCE

Please detail below what volunteering / support you have given to Auto Assembly in the past and in what years:-

PREVIOUS EVENT EXPERIENCE

I have been involved in helping out at conventions / events (not just Auto Assembly) in the following before:-

| | | | | | |
|----------------------------|--|---------------------|--|----------------------------|--|
| Box Shifting / Set-Up Crew | | Support - Runner | | Publicity | |
| Support - First Aider | | Support - Programme | | Door Staff | |
| Registration Desk | | Sales Table | | Other - Please State Below | |
| | | | | | |

If you are volunteering as a First Aider, please attach a scanned copy of a valid first aid certificate. You must also be aged 18 or over.

YOU AND AUTO ASSEMBLY 2012

Please indicate which roles you wish to volunteer for (please tick at least two). Please note that all volunteers will automatically be added to the Set-Up Crew as well as their assigned teams and we cannot guarantee that you will be assigned to your preferred area.

| | | | | | |
|----------------------|--|-------------------|--|--------------------------|--|
| Game Zone | | Runners | | Publicity | |
| First Aider | | Programme Support | | Door Staff | |
| Registration Support | | Sales Table | | Guest Support / Security | |

DUTY SHIFTS

Please indicate how many hours you would be willing to volunteer over the weekend (each level of shifts would also have an additional 1-2 hours of set-up duties).

| | | | | | | | |
|---------|--|---------|--|---------|--|-----------|--|
| 2 hours | | 4 hours | | 6 hours | | 10+ hours | |
|---------|--|---------|--|---------|--|-----------|--|

ANY OTHER INFORMATION

If there is any other information that you think may help us in assigning you to duties over the weekend, or if you have any special requirements, please detail them here:-

Email this completed form to us at contact@autoassembly.org.uk (preferred) or complete it and mail it to us at:

Auto Assembly 2012 Volunteers,
c/o 16 George Lane, Lichfield, Staffordshire, WS13 6DX, England

web: www.autoassembly.org.uk - email: contact@autoassembly.org.uk
forum: <http://www.autoassembly.org.uk/forum>
telephone: +44 (0)7860 948296 (Monday - Friday, 9:00 am - 5:00 pm)