

Mental Elf 2023

Sunday 3rd December 2023
Cannon Hill Park

Festive Fun Run



Volunteer Roles

Thank you for considering to volunteer for Birmingham Mind's very first Mental Elf Fun Run.

We have various roles available, please see below for a brief discription.

Route/event set up/take down

- Carry resources into the park
- Hang decorations and signage in the event area and along the route
- Put up event banners
- Set up gazebos, tables, chairs for registration and first aid areas
- Set up start/finish line area
- Dismantle everything and help carry back out of the park

Volunteer Team Leader

- Give all volunteers a friendly welcome on arrival and thank them for their time
- Give them their high vis vest and volunteer packs
- Explain overview of the day, timings, arrange communication, answer any queries
- Encourage them to be in the festive spirit and enjoy themselves
- Direct them to the volunteer points
- Check in with them and advise when they can stand down

Car Park Marshals

- Give a friendly welcome to our elves as they arrive and safely direct them where to park
- Advise they will need to pay using the car park machines on arrival
- Advise once paid to head towards the registration area
- Keep the traffic flowing to avoid congestion
- Ensure the safety of all pedestrians

Registration desk

- Give a friendly welcome to our elves as they arrive and tick them off your list
- Register on the day sign up's and take payment
- Ask them to complete medical and photo consent forms if not done so already
- Give them their running packs
- Direct them towards start line ready for the warm up at 11:50am

Route Marshals

- Stand at given point on route and remain there until you are advised it is safe to stand down
- Keep an eye out for any debris/obstacles that could cause any issues to our elves as they pass your point and safely move them out of their path
- Smile, cheer, clap and shout encouragement to our elves as they pass your point. Singing and dancing is very much encouraged!
- Keep our elves taking part and the general public safe by ensuring you know where the nearest park exit is and slow down any crowding
- Keep an eye out for any cyclists and ask our elves to stop to let them pass
- Report any accidents/first aid requirements immediately
- Once stood down, collect any event signage/decorations and litter

Finish line crew

- Smile, cheer, clap and shout encouragement to our elves as they pass the finish line. Singing and dancing is very much encouraged!
- Hand out goody bags/medals to all elves and thank them for taking part
- Ensure any litter is collected

To sign up for a volunteer role or for any queries please email fundraising@birminghammind.org

Although it is not a requirement, we would encourage all of our volunteers to join in with the festive spirit and wear fancy dress.

