

# Mental Elf 2023

Sunday 3rd December 2023  
Cannon Hill park

Festive Fun Run



 mind  
Birmingham

Registered charity number 1003906

 Registered with  
FUNDRAISING  
REGULATOR

## 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](mailto: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.**

