SITE HOST GUIDELINES – KEDUMBA

RESPONSIBILITIES

- Ensuring the site is kept clean
- Communicating to those staying at the site
- Organising groups to do orderlies
- Complete sheet with delegates names
- Communicate issues with StayKCC staff or convention coordinator

NB: Site Hosts may not be able to attend all sessions to fulfil their duties.

They should be the first to arrive and the last to leave.

ARRIVAL

- Please arrive at the time stated in the KYCK online volunteer manual. You MUST arrive at the site BEFORE delegates do from 5.00pm.
- Go to the Info Tent and liaise with the KCC Staff to find out any specific details that need to be noted over the weekend. Collect your information folder and master keys.
- Introduce yourself to the caterers and discuss meal times, etc.
- Unpack your gear
- Put together an orderlies roster.

DELEGATE ARRIVAL

- People will start arriving from 5.00pm (as stated in their accommodation letter).
- Allocate rooms (This is organised by the KCC Office and an allocation sheet is in the Site Host's Kit).
- Remind people (either on arrival or at the first meal) of:

- ❑ Which meals are available (check to see if they will be there for all meals/times — if not, note down for reference to caterers, office, etc)

- ❑ Ground rules — (single males/females to respective rooms, lights out by 11.00pm)

- ❑ Orderlies roster

- ❑ Weekend program

- If there are any problems with bookings (e.g. not booked in, wrong payment etc) send them to the Information Tent for assistance.

NB: If you need to reallocate rooms — remember, couples are not guaranteed a room together. Just remember that you'll probably need all beds available. Put the females in one cluster of rooms and the males in the other. If there are any serious problems, send people to the KCC Information Tent.

THROUGHOUT THE WEEKEND

- Write down names of all delegates and which rooms they stayed in on the sheet provided. Please return this to the Info Tent by Saturday evening session

- Keep track of any keys given out. Write down their names and contact phone numbers.

- Aim to have people finished meals and ready to attend sessions on time. Encourage them to attend all sessions.

- Say or arrange for grace to be said before each meal and make announcements.

- Explain program:

  - ❑ Meal times

  - ❑ Session times

  - ❑ Orderlies for next meal

  - ❑ Lost property

  - ❑ Cleanliness around the site

  - ❑ Leaving their rooms tidy before departing

- Supervise orderlies.

Meals (liaise with caterers):

❏ After meals, ensuring all tables are cleared completely

❏ Wiping down tables

❏ Picking up any litter around in the dining room

❏ Vacuuming as needed

Dining Room (daily)

❏ Vacuum

END OF CONVENTION

- Organise clean-up of site - Leave accommodation site in the same condition as it was found.

  ❏ Prep, check and ensure people have left their bedrooms tidy — with no litter on the floor or under the beds, and all rubbish put in the bins outside, any litter around the area picked up

  ❏ Vacuum dining room

  ❏ Empty bins into skip in the car park

  ❏ Stack tables & chairs in Dining Room as found

  ❏ Check for and pick up any litter around the area — both inside and outside

- Make sure everyone packs up their rooms BEFORE the first session on Sunday. Delegates can leave bags in their rooms or their cars.

- Give master key and any lost property to staff in the KCC Information Tent.

- Return Site Host's kit to the Information Tent on the last morning of convention.

CONTACT DETAILS

PROPERTY STAFF: 0408 825 588

BEC HARDMAN (CONVENTION COORDINATOR): 0410 556 199