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## Cardiff University / Cardiff Half Marathon 2018

*Role Description: **VIP Support***

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**Date:** Sunday 7<sup>th</sup> October 2018

**Timings:** 08.30 – 13.00 (approx. TBC)

**Location:** Race Start/Finish – Cardiff City Centre – CF10 3ND

You will be undertaking a vital role in supporting the VIP's that have come to watch the race and cheer on the runners. You will be based in our VIP areas at the Start and Finish and will be called upon to undertake tasks such as setting up the VIP areas, escorting VIP's between areas, welcoming VIP's to the start and finish line areas and being a point of contact for any queries. Due to nature of the role we need you to be professional and polite at all times.

This role is very fluid on the day and we need you to be flexible, moving between different tasks and VIP areas as and when required.

Some of the tasks involved in your role are;

- Help the team to set up the VIP areas
- Welcome VIP's to the start and finish line areas
- Ensure no members of the public enter the areas
- Answers adhoc questions regarding the event
- Be professional, informative and calm during busy periods
- Escort VIP's from the start and finish receptions to race viewing stands
- Help escort VIP's from the start line to the finish line
- Smiley, professional and confident attitude.

**Please note:** We would like mature, professional and confident volunteers who would be able to deal with corporate and VIP guests in an appropriate manner.

You will be very busy on the day but everything needed to run the VIP areas will be waiting for you, you just need to turn up with lots of energy and enthusiasm!

As a thank you, you will get;

- Volunteer T-shirt to be worn on race day (on top of anything else you may be wearing) but yours to keep!
- Volunteer drawstring bag to wear and keep your belongings in ( yours to keep)

- Volunteer Lanyard with key information
- Food and drinks
- Training and support

By volunteering you are joining a large community of volunteers called the 'Extra Milers' who are 'Making the Difference' to ensure runners and spectators alike have the best experience possible on race day!

**We really could not do this without you and appreciate all your time and commitment!**