



Cardiff University / Cardiff Half Marathon

VIP Support- Cardiff Castle & Finish Line

The Event

The annual Cardiff Half Marathon is the second largest half marathon in the UK. In 2019, 27,500 runners took part on Sunday 6th October. The 13.1 mile route will take runners past Cardiff's most iconic landmarks and scenery. It will be an incredible event!

What to bring/ On Arrival:

- When you arrive, please report to **Cardiff Castle** to sign in and be issued your volunteer t-shirt, bag and event accreditation.
- Please come appropriately dressed for the weather, you will be outside for a number of hours. We would recommend wearing layers and bringing waterproofs. Please wear comfortable footwear, plain trousers/jeans and try to avoid any branded sports clothing.
- We will be providing you with an exclusive volunteer drawstring bag that we ask you to wear/ keep your personal belongings in whilst volunteering. Please bring only essential personal belongings (everything you need including food and drinks will be provided).
- **PLEASE NOTE:** Your volunteer T-shirt and accreditation must be visible at all times. Please wear your volunteer T-shirt over any other clothing at all times.
- You will have full access to the Volunteer hub where you will be able to grab some lunch, drinks and a break. There is no need to bring any extra food unless you wish to.
- You will be very busy on the day but everything you need to undertake your role will be waiting for you, you just need to turn up with lots of energy and enthusiasm!

VIP Receptions:

A reception will be held for all VIP guests of the event (this includes guests of partners and sponsors as well as VIP from the sporting field). This is due to begin at 9am.

After all runners have crossed the start line, the VIP team will move (you may be asked to accompany VIP's) to the Post Race reception to be held in the VIP marquee next to the finish line.

VIP Support:

You will be undertaking a vital role in supporting the VIP's that have come to watch and be part of the race and cheer on the runners. You will be based in our VIP areas in Cardiff Castle at the start and VIP marquee at the finish line.

Some of the tasks you could be asked to support with are;

- Help the team set up the VIP areas
- Welcome and Sign in VIP's to the start and finish line areas
- Distribute Accreditation
- Ensure no members of the public enter the areas
- Acting as hosts for the event and being a point of contact for any queries

- Escort the VIP's from the start (Cardiff Castle) to the finish line (VIP marquee)
- Escort VIP's from the start and finish receptions

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.

Please ensure that;

- All VIP areas are clean and ready for guests to arrive
- You familiarise yourself with your area, so you can direct guests to the closest toilets etc
- There is always someone covering your area if you use the toilet or take a break to get food or drinks.
- You remain polite and courteous at all times to guests
- If you don't know an answer, ask your supervisor for support

Please note: We need you to be professional and polite at all times. You are representing Run4Wales, Cardiff, Wales and the UK.