



**Thank you for volunteering for
Richmond Borough Mind's Mental Elf Festive Fun Run.**

Please see below for a brief description of available roles.

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

Registration desk

- Give a friendly welcome to our elves as they arrive and tick them off your list
- Register on-the-day sign-ups and take payment
- Ask them to complete medical and photo consent forms if not done so already
- Give them their running packs
- Uphold GDPR principles
- Direct them towards start line ready for the warm-up at 10:50am

Route Marshalls

- Take part in the briefing led by the Team Leader
- 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 cheer 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 medals to all elves and thank them for taking part
- Ensure any litter is collected

To sign up for a volunteer role please click [here](#) and scroll down!

For any queries please email fundraising@rbmind.org

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