



Volunteering at the *Canberra Nara Candle Festival*
Saturday 26 September 2009
Canberra Nara Park

What is the *Canberra Nara Candle Festival*?

The *Canberra Nara Candle Festival* is an annual celebration of the Canberra Nara Sister City relationship. The Festival embraces the values of friendship and goodwill between our two countries through a diverse program of performance, cultural activities, displays and cuisine.

The centrepiece of the Festival is a stunning display of 2,000 candles in our very own Japanese Garden. The *Canberra Nara Candle Festival* is being coordinated by the ACT Government and Out There Productions, with the support of the Embassy of Japan and many community groups.

The Candle Festival is a community festival, which relies on substantial voluntary support from both groups and individuals. We are inviting members of the general public to participate in the events for which there are a variety of tasks and roles.

You must be over the age of eighteen (18) to be eligible to volunteer.

Volunteers over the age of 18 will be insured by the ACT Government.

Volunteer Duties List

Duties	Time
Candle display set up and placement	11am-1pm
Candle lighting	4pm-7pm
Candle Pack-Up and Collection	9pm-10.30pm
Information tent attendants	3.00pm-6.00pm 6.00pm-9.00pm
Evaluation Surveys	4pm-6.30pm 6.30pm-9.00pm

Candle display set up and placement

Shift: 11am-1pm

Setting up the candle displays involves:

- Unpacking of candle cups
- Each of the candle holders will be filled 1/3 with water (from bucket filled at a tap near the BBQ's) and a floating candle and then placed in the dry watercourse

This task requires a quite a lot of bending, it is recommended those with associated health those with a bad back may not be suitable for this role.

Candle Lighting

Shift: 4pm-7pm

- Lighting of candles with a gas lighter (This task requires a quite a lot of bending, it is recommended those with associated health those with a bad back may not be suitable for this task.)

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Candle Pack up and Collection

Shift: 9:00pm – 10:30pm

- Empty water, dispose of candle from holders
- Collect holders
- Pack into boxes and move to central location for collection by vehicles

Information Tent attendants

Shifts: 3pm-6pm & 6pm-9pm

- Replace pamphlets and maintain tidiness
- Supervise the Information Tent
- Answer questions from participants, audience and volunteers – you will be given a special information pack to help you answer questions
- Remain with tent to provide security for personal belongings of volunteers and staff (people will be encouraged to leave valuables at home and you will not be held liable for any losses)
- Manage the completed evaluation forms for raffle draw later in the night.

Evaluation Surveys

Shifts: 4pm – 6:30pm & 6:30pm – 9:00pm

- Hand out event evaluation survey forms and ask patrons to complete and return surveys to the Information Tent for event feedback and their chance to win a great prize.