

Monash



Volunteer Manual

Community & University Volunteers

Prepared by:

Monash Tech School

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Version Authored: 12 September 2022

1.0	12 September 2022
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Purpose

The Volunteer Manual is designed to help you navigate your role at the Monash Maker Faire, and most importantly, to help make your involvement in the Maker Faire a positive, memorable experience.

The Monash Maker Faire Production Team has outlined the rules and regulations to make the show safe and enjoyable for both you and the public. We ask you to help us make the Monash Maker Faire a truly unique, educational, and extraordinary experience by abiding by these rules and regulations.

Please review this Volunteer Manual, as it contains valuable information and offers you guidance as you begin to prepare for the day.

We look forward to your involvement at the Monash Maker Faire!

Contact Information

Volunteer Coordinators

Registrations and Ticketing

Justin Mitchell

Mobile: 0419 124 488

Email: justin.mitchell@monashtechschoo.vic.edu.au

Refreshments and Induction

Christina Siomos

Mobile: 0431 259 328

Email: christina.siomos@monashtechschoo.vic.edu.au

Area Team Leaders

Community Makers

Tegan Owen

Mobile: 0432 141 532

Email: tegan.owen@monashtechschoo.vic.edu.au

School Makers

Jennifer Palisse

Mobile: 0411 259 714

Email: jennifer.palisse@monashtechschoo.vic.edu.au

University Teams and Makers

Scott Wordley

Mobile: 0414 852 369

Email: scott.wordley@monash.edu

Information Sessions

❑ Volunteer Information Session # 1

❑ Wednesday, 26 October 2022 5:45pm - 6:30pm - <http://mymts.tech/volunteerinfo>

❑ Volunteer Information Session # 2

❑ Wednesday, 16 November 2022 5:45pm - 6:30pm - <http://mymts.tech/volunteerinfo>

About the Monash Maker Faire

The Monash Maker Faire will be held on **Sunday December 4, 2022**. The Faire will open to the public at 10am, and close at 4pm. The Faire will be held on the Monash University campus in Clayton, with displays arranged within the Woodside Building for Technology and Design, Monash Makerspace and the Monash Generator.

Weather Policy & Clothing

The event date is at the start of Summer, and as such mild to warm weather around the mid 20s should be expected. Rain is unlikely, but if it does rain, the event will proceed. Please make sure you have a plan for what to wear for all types of weather, including heat, wind, and rain.

Attendee Parking & Transport

Attendees are assigned the underground and above-ground parking on **Ancora Imparo Way**. Those travelling by public transport can take a bus to the **Monash University Bus Loop**.

Event Atmosphere

Maker Faire is not designed like any standard trade show or conference - it is a fun, interactive maze of demonstrations, exhibits, workshops, and displays. We have tried to keep it environmentally friendly and simple in design. Just think of an exhibition where everyone arrives with their wares and sets up their exhibit! We have a few different kinds of exhibit areas to accommodate the diversity of projects.

Exhibit Areas

Community Zone - (Level 1 Woodside Building for Technology and Design): Community Makers will exhibit indoors. These spaces will have access to power if you have advised us that you need it. This area will be individually assigned by zones/areas based on the dimensions specified and agreed by exhibitors and Monash Maker Faire.

University Zone - (Monash Makerspace, Mixed Reality Hub): University Teams will exhibit inside the Monash Makerspace and Mixed Reality Hub, and other Monash University Makers will be accommodated in the Community Zone.

Schools Zone - (Lower Ground Floor Woodside Building for Technology and Design): School Makers will exhibit within the large Auditorium on the Lower Ground Floor of the Woodside Building for Technology and Design. There are 44 Tables available.



Types of Makers

Maker: Individuals demonstrate what they make and/or how it works in an interactive environment.

Commercial Maker: Individuals who need to demonstrate a product that they make and/or show how it works, in an interactive environment with the opportunity to sell products. This also includes Makers who bring a pre-made product to exhibit and sell.

Types of Exhibits

Standard: A single area within an allocated space to show what you make. Exhibits should strive to be hands-on, fun, interactive, and encourage audience participation to learn how to make, do, or learn.

Demonstration Workshop: During a short show-and-tell session, makers demonstrate (and teach) particular skills, techniques, or processes, explaining materials and tools and stepping through a building process, sharing their knowledge, and interacting with the audience. Sessions are less than 30 minutes and may be repeated. Demonstrations will be done in your exhibit area.

Interactive Performance: Engage and entertain the attendees, and enable them to interact in a fun way. Performances can be musical or theatrical, but they can also involve a collaborative building process.

Roaming Exhibits: Exhibit that will roam throughout the fairgrounds during the show.

Attraction: A wonderful, unusual thing that doesn't fit into any of the categories above.

Volunteer Headquarters

During the Monash Maker Faire, the Volunteer Headquarters will be located inside of the Woodside Building for Technology and Design on the Ground Floor in Room **G16**.

The Volunteer registration table is to be found here. You will also collect your Monash Maker Faire T-Shirt.

Refreshments for Volunteers can be found here. We will stagger the provision of food and drink throughout the day.

Role Description

Registration Desk

Manning the registration desks at the entrances to the faire will require you to assist attendees with their ticket registration.

For attendees who arrive without tickets, you will use iPads to register them. You can hand the iPad to attendees for them to register themselves, or, if they require assistance, you can ask them for the required information and fill out the form for them.

If attendees have pre-registered tickets, you will need to scan their tickets' QR code or barcode. If they do not have their ticket with them, you will have to search for their name to check them in.

Once an attendee is registered, you will stamp their hand or wrist with the provided Monash Maker Faire stamp, so they can leave and re-enter without having to check in again.

Attendees may present themselves to you and ask not to have their photo taken. If they do this, inform them that if they notice a volunteer taking a photo of them, they may ask for them to delete it. If they see a photo of them uploaded after the faire, they may ask for it to be taken down. If in doubt, refer to the signage at the entrances.

Directions

Being in the main areas of the faire, you will be on hand to offer direction and assistance to the attendees.

We ask that you familiarise yourself with the Maker Faire website and maps and where the School, Community, and University Team makers are located.

Set-up / Pack-down | Bump-In / Bump-Out

If you are assigned to Session 1 or 3, you will be required to either help set up or pack down the faire.

For set-up, this will involve helping organisers setup and layout furniture, and making sure the faire is prepared for attendees.

For pack-down, this will involve helping Makers pack up their exhibits, ushering out attendees, cleaning up rubbish, or resetting rooms, and packing down signage.

Heavy Lifting

Your volunteer activities may involve lifting items. Please be cautious when lifting, and seek assistance if you cannot lift an item safely.

Expectations and Conduct

Volunteers

- Stay true to your role and responsibilities; and recognise there are limits and boundaries to your role with other volunteers, the organising team, makers and visitors.
- Work within the limits of your role.
- Share the responsibility for keeping the makers and the public safe.
- Treat all makers and the public with courtesy and dignity.
- Demonstrate collegiality with other volunteers and the organising team.
- If you are unsure at any time in the day, check-in at the Volunteer Headquarters or with an Area Team Leader.

Area Team Leaders

- Area Team Leaders will be coordinating the makers and activities in each of the three main areas.
- They are aware of what exhibits are running and are familiar with the health and safety considerations of the stalls.
- They have working relationships with each other and have a clear understanding of the whole event.
- They are responsible for addressing any issues that arise on the day.

Volunteer Sessions

Session Schedule

	Session 1	Session 2	Session 3
Registration Time	8:45 AM	11:15 AM	1:45 PM
Start Time	9:00 AM	11:30 AM	2:00 PM
End Time	11:30 AM	2:00 PM	4:30 PM

Session 1 Duties

Those allocated to this session will assist with completing the set-up of the faire. Once this is completed, you will either be attending the registration booths at the entrances, or assisting with the faire's operations.

Session 2 Duties

Those allocated to this session will either be attending the registration booths at the entrances, or assisting with the faire's operations.

Session 3 Duties

Those allocated to this session will either be attending the registration booths at the entrances, or assisting with the faire's operations. After this, volunteers will assist with packing up and closing the faire.

T-Shirts

You will be provided a Monash Maker Faire Volunteer t-shirt to wear on the day. Please wear this shirt when you are on duty, to let attendees know you are able to help them.

Please inform the Volunteer Coordinator about your shirt size prior to the day. After the faire, you can keep the shirt!



Emergency Procedures

In the event of an emergency, please follow Monash University procedures, and the instructions of organisers and wardens.

In a **life threatening emergency**, call **000 first**.

Then call 333 for Monash Security. You can also use a Red Phone to call security.

In a **non-life threatening emergency**, call **333 for Monash Security**.

You can also use a Red Phone to call security.

Emergency Evacuation

If an emergency evacuation is required:

1. Stay calm.
2. Follow instructions of the Emergency Wardens.
3. Do not use lifts.

Emergency Contacts

- Fire/Police/Ambulance - 000
- Emergencies Internal - 333 or 990 53059 (Mobile)
- Security - 990 53059
- OH&S Helpline - 990 51016
- Campus Medical Centre - 990 513175
- Safer Community Unit - 990 51599
- Counselling - 990 53020
- University Switchboard - 990 54000
- Chemwatch - 1800 039 008
- Poisons Information Centre - 13 11 26

Event Map

An event map will be given to you on the day.

Emergency Contact

If an emergency situation occurs on the day, Monash University Security will be on site.

Site Rules

Please report any concerns on the day to Neil Carmona-Vickery
Mobile: 0421 613 730

- Behavioural Issues
- Other risks that might arise

First Aid

A St John's First Aid vehicle will be onsite for the event.

Stamps

All attendees will be provided with a stamp on their hand upon sign-in at arrival.