



VOLUNTEER INSTRUCTIONS 2015

DUTIES OF ENQUIRIES DESK (from 7.30am)

Volunteers: TBA

Duties:

- Check that entrants who do not have a registration form have entered by referring to the list of entrants supplied by the Event Organiser.
- Give entrant a Registration Card with instructions to fill it out then go to Checking in Desk –

Ensure you are aware of any route changes.

Give entrants who wish to change route advice:- Any entrants wishing to change route do not need to complete a new registration form. They proceed to the desk of the route they wish to walk and receive the correct checkpoint card. Their registration card should be marked with the new route.

Equipment: Registration forms and list of entrants.

Health & Safety Issues: None