The Angel Centre,

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**VOW (Voluntary Organisations of Worcester)**

**VOLUNTEER EXPO FRIDAY 14th JUNE 2024**

Dear Member

This letter explains the arrangements for the Volunteer Expo - and attached is a booking form which all organisations will need to complete and return, by no later than **FRIDAY 17th MAY 2024.** Please note that this event is booked on a ‘first come – first served’ basis, as there is a limit on numbers, whilst the allocation of your table is by a random draw!!

**Please help with publicity by promoting this event on your social media etc**!

A brochure is provided to attendees on the day, please let us know if you have any particular comments for your organisation, which you would like in the brochure.

**ARRANGEMENTS:**

**Date**: Friday 14th June 2024

**Venue**: The Guildhall, High St, Worcester. WR1 2EY

**Times open to the public**: 10.00am – 2.00pm

**Participant’s arrival time**: 9.00am – 10.00am

**Participant’s departure time**: After 2.00pm (**Please do not leave before 2.00pm,** as it can give a very ‘negative’ impression to anyone entering The Guildhall!!)

Please note that there is **NO PARKING** at The Guildhall. Participants may use the car park at the rear of the Guildhall for unloading / loading their display before and after the event but must then move their cars. The nearest car park is in Copenhagen St (pay and display) – for which you will need the ‘Ringo’ app – best downloaded in advance I believe!!!

**Light refreshments** – Free Tea / Coffee / Squash and biscuits will be available in the Green Room on the ground floor, any donations, however, would be very welcome!! Please return any cups!!!

**Activities are encouraged** – please state on the booking form if you require electricity for any display and / or activity etc. Please ensure that you have the relevant insurance for any activity you undertake.

There will be sufficient **space** for each organisation to have 1 pull-up next to their table. If you’re going to require additional space, please contact us for further discussion!

**First Aid arrangements** will be provided on the day – please contact volunteers on the Worcester Community Action stand, or any of the City Council staff, for further details on the day, if necessary.

I hope this is all the information you need but if you have any queries or questions, please do not hesitate to contact me via email: worcestercommunityaction@gmail.com

Let’s hope we have a successful day!

Sally (Ellison)

 Registered Charity No: 117212