

JANE McGRATH HIGH TEA VOLUNTEER INFORMATION

Thank you for volunteering to assist with the **McGrath Foundation Jane McGrath High Tea**. Please find below important details regarding event day activities and timings:

ABOUT

Held over lunch on Day 3, the hugely popular Jane McGrath High Tea is one of the not to be missed events on the social calendar, raising funds to place McGrath Breast Care Nurses in communities across Australia.

On Day 3, the Jane McGrath High Tea is an afternoon not to be missed! Guests will be entertained by media personality **Adam Spencer** while being treated to an assortment of sweet treats and savoury eats as well as bubbles and wine. Special guest speakers include **Glenn McGrath, Tracy Bevan** along with singing performances by **Ella Hooper** and **Olivia Bevan**.

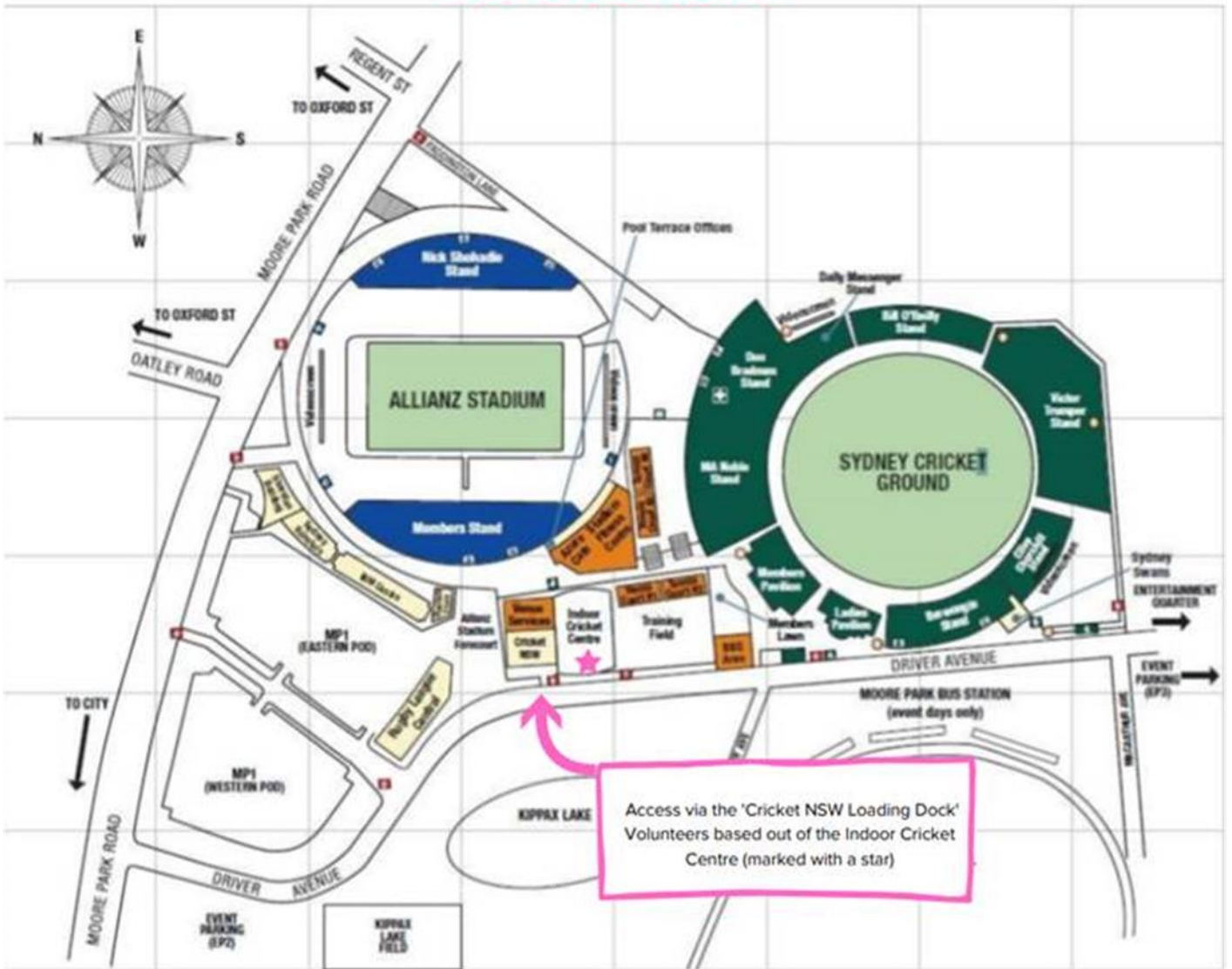
EVENT DETAILS

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| Event: | Jane McGrath High Tea Saturday, 5 January 2019 |
| Event Time: | Doors open 11am – close 3:30pm |
| Venue: | The Market Canopy Entertainment Quarter Driver Avenue, MOORE PARK |

YOUR SHIFT

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| Date: | Saturday, 5 January 2019 |
| Shift: | 10:30am – 3.30pm |
| Meeting Point: | Sign in via the Indoor Cricket Centre (access via the NSW Cricket Loading Dock off Driver Avenue) |

SCG GROUNDS MAP



IMPORTANT NOTICE

Allianz Stadium will be under construction throughout the Pink Test. Please note as a result, areas of the SCG precinct will be construction zones and therefore be closed. Please be mindful of event signage and directions during the event.

CONTACTS ON THE DAY

The McGrath Foundation staff will be throughout the grounds to assist you on the day. During shift orientation, key staff members will be identified and available to answer all your questions.

If you need to cancel your shift or if you have any questions leading up to the event, please email volunteers@mcgrathfoundation.com.au or SMS 0435 712 301.

REQUIREMENTS & KEY INFORMATION

Refreshments: Refreshments will be provided throughout the day but **please eat breakfast and lunch before you come.** We will have a variety of food options to accommodate for food preferences; however, if you have certain dietary requirements, we encourage you to bring some of your own food to avoid disappointment. Food will be served as a first come first serve basis.

Dress Code: A McGrath Foundation volunteer shirt will be provided to wear at the event and must be returned after the shift. Please wear **black pants or a black skirt.** Wear **comfortable shoes** as you will be on your feet for the duration of the event. We will provide you with a McGrath Foundation cap to wear on the day and keep. **Note that denim, short shorts, revealing attire, sandals or thongs will not be allowed as the SCG maintains a strict dress code.**

Personal Items: **The Jane McGrath High Tea is in an indoor/outdoor events space.** Please limit your personal items on the day as we will not be held responsible if items go missing. We will provide you with bum bags to carry your valuable items (wallet, phone etc.) whilst fundraising.

EVENT DAY RESPONSIBILITIES

- Welcoming guests and checking in names via ipad guestlist application
- Selling raffle tickets
- Assisting guests with the online silent auction via ipad
- Helping guests find their tables
- Assist in food service between the kitchen and table
- Acting as a 'runner' for ad hoc event duties as directed

FUNDRAISING OVERVIEW

You will receive more details on the fundraising elements on the day. Here is a bit of an overview of what is happening:

Raffle tickets

- Tickets will be sold at 1 for \$50. – with a grand prize of a Byron Bay Escape
- Raffle tickets will be sold by a 'volunteer team' of 2 individuals at key times throughout the event. Sales will be facilitated through eftpos machines, 'Albert terminals' or cash.

Silent Auction

- A silent auction will be hosted online, using 'Gala Bid'
- Guest will be prompted to register via their smart phone
- Once online, guests can view and bid on items through their mobile device
- If a guest needs assistance, or does not have an ipad – volunteers will help take the guests through the process
- Items range from a few hundred dollars to \$3,000+ and include trips, homewares, pamper packs and more!

Lucky Door Prize

- Lucky Door cards will be at each setting
- Guest can choose to fill out their details and cards will be collected by volunteers
- There is 1 lucky door prizes this year

Donations

- Guests may want to make one-off donations on the day
- Donations of \$2.50 or more are eligible for a tax receipt

- Donations can be given in cash, cheque or card
- Receipts can be issued after the event in the following days and will be emailed to the guests
- A pledge moment will be included in the running order of the event – this will be facilitated through cards on each table

Fundraising Guidelines for Volunteers

- In accordance with fundraising legislation unfortunately our volunteers are unable to purchase raffle tickets at the event.

GETTING TO MCGRATH FOUNDATION VOLUNTEER HEAD QUARTERS

We ask you to make your own way to the venue.

Please make a note of the following useful information.

STA Bus Operations: Sydney Buses will run express shuttle services to Moore Park, from Route 1: Central Station, Chalmers Street.
Return services operate for approximately one hour after the event from Moore Park to Central Station.

Moore Park Link: Ticket for train and bus shuttle available through Sydney Trains.

Taxi Rank: Errol Flynn Boulevard, Entertainment Quarter.

Parking: (Please note this is at your own cost. Due to high demand during this period we **strongly** recommend using public transport rather than driving.)
MP2 - Kippax Lake Carpark - Enter via Driver Avenue
MP3 - Area 2 Carpark - Enter via Driver Avenue
Entertainment Quarter - Enter via Lang Road - Normal Operations

Transport Info: For further information go to the www.131500.com.au or call 13 1500.

MORE INFORMATION ABOUT THE SYDNEY DOMAIN PINK TEST

- **PINK Up** If you're at the SCG, pick up a pink bandana with every donation.
- **Join us at the all new Pink Village** ,
 - Located just outside of Gate E. Enjoy food from Sydney's most renowned eateries, boutique beers and award-winning wines, and even a purpose built poolside bar, all without missing a minute of the on-field action. Entry is free, so come down to help us celebrate the incredible work of the McGrath Foundation and support people experiencing breast cancer.
- **From lunch time on Day 2, VISIT our merchandise stands** Guests can kit themselves out in pink McGrath Foundation merchandise including: Polo shirts, Caps, Bucket Hats and Sombreros
- **DONATE online now at www.pinktest.com.au and win 500,000 Qantas Points**

AROUND AUSTRALIA

- **BID on the McGrath Foundation Auction**
 - Rare items including signed players' shirts, 'baggy pinks' and cricket memorabilia will be auctioned. Go to pinktest.com.au to find out more.
- **Visit one of the venues 'Pinking Up' across Australia**
 - Hotels, pubs and restaurants across the country are pinking up to join in the fun. Head to pinktest.com.au to see participating pink venues.
- **Be a real cricket hero and pink-up your cricket game**

- Host a Pink Stumps Day cricket match this summer! Register at pinkstumpsday.com.au and receive a Pink Stumps Day kit featuring everything needed to turn your cricket game pink.

SHARE!

- Help us share the fun of the Pink Test by posting your special Pink Test moment on social media with **hashtag #pinktest.**