

## WHAT IS THE VOLUNTEER PHOTOGRAPHER ROLE?

The focus for Volunteer Photographers is to capture shots of the Extra Milers carrying out their role and enjoying the event. We post these photos on the Extra Miler social media channels as a nice reminder of their day.

We may use your photos for volunteer recruitment too, on our event webpages and socials or in other media.

Volunteer Photographers are assigned to the start-finish area or a water station around the course.



## WHAT DO I NEED TO KNOW BEFORE BEING A VOLUNTEER PHOTOGRAPHER?

On event day, Volunteer Photographers will sign in with a supervisor and receive volunteer kit, including an Extra Miler t-shirt to wear when volunteering. We'll email you a photographers brief before the event outlining any specific shots we are looking for, as well as the event timings and locations of volunteers.

We will mainly use your photos to post on the volunteer social media pages, as it creates lovely memories and a great reminder of the day. It is important that we can post the photos as soon as possible so with this in mind, we ask you to ensure you have time to edit and sort the photos and send them to us within **two days** of the event. We'll ask you to sort your photos into folders (set-up, runner interaction, group photos, etc) then send us a link to your album (e.g. Google Drive, Dropbox). We also appreciate having around 5 photos (group shots are perfect!) on the evening of the event (or early the next day) to use immediately on social media for thank you messages to our wonderful volunteers.

On event day, you'll focus on taking photos of volunteers arriving and getting kitted out, interacting with their supervisor and getting ready for the day. Once they move into their volunteering areas, you'll get some group shots before they get busy, as well as lots of photos of the set-up. For example, hanging medals on the medal rack at the finish line or moving water stocks into position at the water station. Aim to make it as clear as possible what their role is and try to include the buzz of race day atmosphere. Then once the runners start appearing, take lots of photos of the volunteers interacting with them!

We may also use your photos for our social media channels, webpage and marketing but will always try and credit you. We ask you not to use the photos taken on event day for financial gain but you can of course use them as an example of your work on your social media channels or webpages.

**Minimum Volunteering Age** We welcome volunteers aged 14+ as volunteer photographers at a water station. If aged 14 – 17, volunteers need to be accompanied by a nominated adult and parental consent obtained prior to event day. Please contact our Volunteer Coordinator for more details.

## EVENT INFORMATION SHEET

This sheet contains everything you need to know for event day, including where to park, what time to arrive and who your supervisor is. It is emailed out a week before the event.

## ARRIVAL AT THE EVENT

On arrival, please meet your supervisor and sign in. Collect an Extra Milers t-shirt and a lunch pack. Your supervisor will then gather everyone together and carry out a welcome briefing.

## WHAT DO I WEAR WHEN VOLUNTEERING?

Please come appropriately dressed for the weather. Most volunteering roles are outside with no shelter! We would recommend wearing layers and comfortable **closed-toe shoes**. We will provide you with an Extra Milers t-shirt to wear and a branded drawstring bag for your belongings.

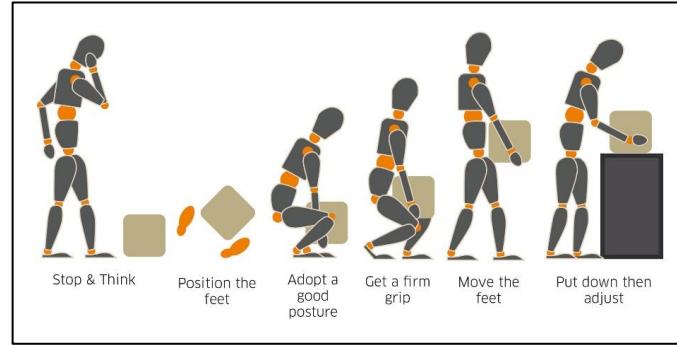
## WHAT DO I NEED TO BRING?

Please bring only essential personal belongings, as we do not offer anywhere secure to leave your bags. We will provide you with a packed lunch and do our best to meet dietary requirements but just in case please bring snacks!

## HEALTH AND SAFETY

Volunteers play an important part in keeping everyone safe at R4W events. The Event Safety Guide is sent out before each event. Please familiarise yourself with this.

Please also be aware of correct manual handling techniques when lifting (for example bags at Bag Drop, boxes of finisher items or cases of water). Do not lift anything you are not comfortable with!



## EVENT CONTROL

At each event we have an event control team who monitor the event and manage any incidents. Please inform your supervisor of any concerns and they will radio Event Control. If your supervisor is not within sight, we ask you to call Event Control directly using the number provided in your Event Information Sheet.

