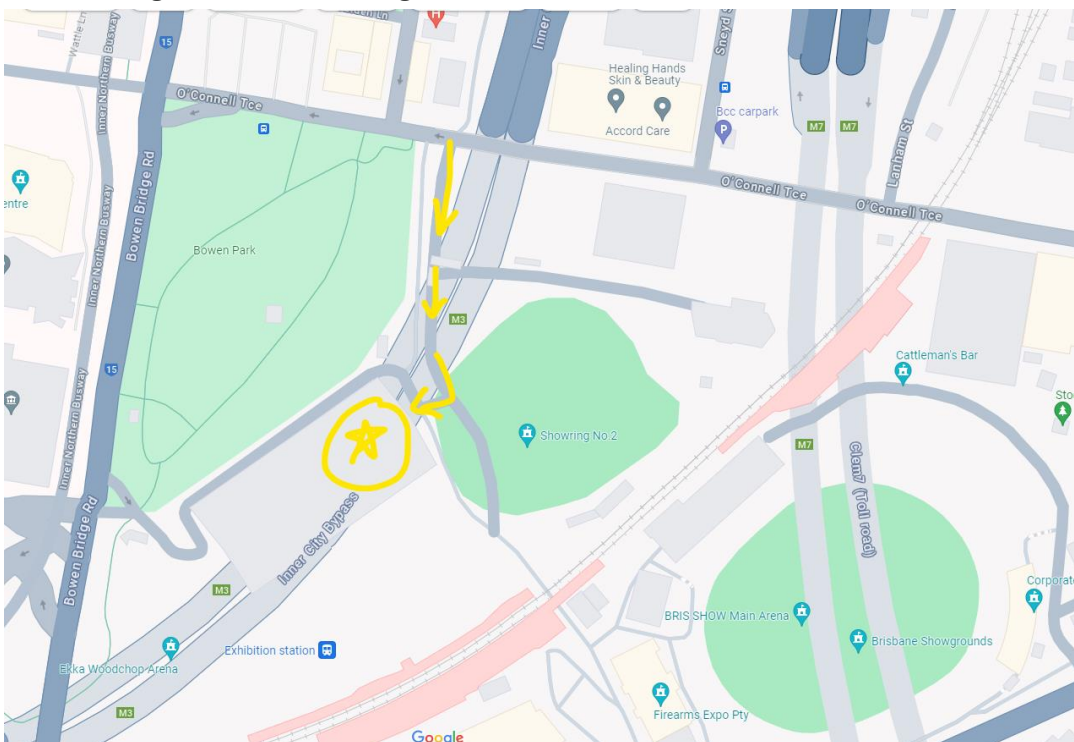




Finish Venue Corporate Tent Assistant Volunteer Brief

Thank you for volunteering at The Sunday Mail Transurban Bridge to Brisbane 2025. It is of the utmost importance that you, our participants and all spectators enjoy a safe and fun event. With this in mind, we ask that you take a few minutes to read over the following information.

DATE	Sunday 14 th September, 2025
VOLUNTEER ROLE	Finish Venue Corporate Tent Assistant – Showbag Pavilion, RNA Showgrounds
SHIFT TIME	<p>6:00am – 12:30pm</p> <p>Please ensure you sign on AND off with your one of our event staff in the Finish Village. After your shift, you are very welcome to join in the festivities at the finishers' village.</p>
LOCATION	<p>RNA Showgrounds - Showbag Pavilion, O'Connell Terrace, Bowen Hills</p>  <p>Best Transport Options (please check online for confirmation of details) Trains: Fortitude Valley or Bowen Hills Station (plus a short walk) Bus: Route 924, 393 – Stop off at O'Connell Terrace (near Bowen Bridge Road) Best Parking Options: Cnr Sneyd St and O'Connell Tce Car Park (\$13-\$17) OR King Street Parking (\$18-\$35) OR Street Parking on O'Connell Tce etc (\$2.80 per hour – MAX 4hrs)</p>

GETTING THERE	<p>Please make sure you plan your route to the event. There will be a number of road closures in place on event day. All volunteers will receive free public transport on event day until 3pm. The road closure document can be found HERE.</p>
DUTIES	<p>You have been assigned to the Finish Venue Corporate Tent. Duties include checking in groups or individuals to the private corporate area, ensuring participants in this area have everything they need and know where facilities are within the venue, and tidying up to keep the area free of trip hazards or rubbish.</p> <p>Specific Instructions:</p> <ul style="list-style-type: none"> • Please ensure that only participants or group members coming in to the area have a wrist band to indicate they have paid for a breakfast. It is important to note that we only cater for the amount of people who have paid for their breakfasts, so it is essential that if their name is not on the list (and they do not have a wristband), they are not given access into the corporate area. If their wrist band has been lost or damaged and do not have it on the day, you can check the list of names instead. • Highlighting names on list, once signed in • Ensure the corporate tent area is kept tidy (perhaps take turns to walk around and do this) • Cleaning up any rubbish that might have been left on the table • Answering participant questions - If you do not know the answer, refer the participant to the information tent in the finish venue
WHAT TO BRING/WEAR	<p>Please wear your official Bridge to Brisbane Volunteer shirt. This will be sent to your group leader or will be dropped off at your closest water station. Please also wear comfortable closed in shoes. If you are working outside, please dress to the conditions (e.g. hat, sunscreen, etc.)</p> <p>If you are volunteering for a longer shift, please bring a snack to eat throughout the day.</p>
IMPORTANT CONTACTS	<p>EMS Australia (Volunteer Coordinator)</p> <ul style="list-style-type: none"> • (07) 3139 0398 (Pre-Event Day) / 0447 176 314 (Event Weekend) <p>Medical Command Centre</p> <ul style="list-style-type: none"> • 0421 003 720
EVENT SCHEDULE	<p>5KM Race</p> <ul style="list-style-type: none"> • 10:00am – Purple Elite Runners • 10:00am – Orange Runners

	<ul style="list-style-type: none"> • 10:10am – Pink Joggers • 10:10am – Pink Walkers <p>10KM Race</p> <ul style="list-style-type: none"> • 6:00am – Elite Wheelies • 6:10am – Blue & Red Elite Runners • 6:20am – VIP Charities (GOLD BIBS) • 6:25am – Green Runners • 7:00am – Yellow Joggers • 7:30am – White Walkers
MEDICAL	<p>MEDICAL INCIDENTS</p> <ol style="list-style-type: none"> 1. Report any incidents to your group leader immediately. 2. Refer participants to the First Aid Marquee which will be located at the starting point of both the 10km and 5km races, at the finish line and roving throughout the course. 3. For Medical Assistance, contact the Medical Command Centre on 0421 003 720 <ol style="list-style-type: none"> a. Survey the scene & ensure there is no danger b. Respond to the emergency i.e. minimise nearby hazards c. Note the participants name, participant bib number and location d. Record the incident i.e. record time, location, complete an incident report <p>SUSPICIOUS BEHAVIOUR</p> <ol style="list-style-type: none"> 1. In the unlikely event of any suspicious behaviour please alert your team leader as soon as possible. 2. Suspicious behaviour can be from the participants, or the general public can be anything from a bag or backpack left unattended or wearing a large jacket in warm weather or even a person acting irritated. 3. If you find an unattended bag/backpack <ol style="list-style-type: none"> a. Ask if anyone owns it b. If no one does, don't touch it c. Alert others to keep away d. Contact Event Command 0417 741 468 if you don't get through contact the Venue Manager on 0472 597 539 and they will liaise with the appropriate authorities.

	NOTE: If you are ever in doubt call emergency services on “000”
EXTRA NOTES	<ol style="list-style-type: none"> 1. No smoking is permitted within the food preparation and serving areas 2. All food preparation and serving staff are to regularly sanitize their hands and wear the gloves provided 3. There is to be no sitting on benches or other food preparation or storage surfaces 4. The event will continue in light and/or sporadic rain conditions. You will be contacted if the event doesn't go ahead due to weather or other unforeseeable event. 5. Please bring your mobile phone in order to stay in contact with organising staff, if required

For further questions please refer to the Volunteer Portal and for queries leading up to the event please call 1300 55 55 77.

Thank you for your support of The Sunday Mail Transurban Bridge to Brisbane. Without your time and effort, this event would not be possible!