

Transurban BRIDGE TO BRISBANE

13.09.26

Presented by **BROOKS**

Finish Venue VIP Area Assistant Brief

Thank you for volunteering at The Transurban Bridge to Brisbane presented by Brooks 2026. 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 13 September, 2026
VOLUNTEER ROLE	Finish Venue VIP Area Assistant – Showbag Pavilion, RNA Showgrounds
SHIFT TIME	6:00am – 12:00pm Please ensure you sign on AND off at the Volunteer HQ in the Finish Village. After your shift, you are very welcome to join in the festivities at the finishers' village.
LOCATION	RNA Showgrounds - Showbag Pavilion, O'Connell Terrace, Bowen Hills  Best Transport Options (please check online for confirmation of details) Trains: Fortitude Valley or Bowen Hills Station (plus a short walk) Bus Station: We recommend planning your journey to RBWH bus station and then a short walk under Bowen Bridge Road to give you access to the Volunteer HQ to sign on.

	Parking is not recommended due to the large volume of participants at this event and all travel for volunteers on Brisbane Transport and Qld Trains.
GETTING THERE	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.
DUTIES	You have been assigned to the Finish Venue VIP Area. Duties include checking in groups or individuals to the private VIP 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. Specific Instructions: • Please ensure that only participants or group members coming into the area are checked off on entry. This is to ensure only those who have paid for prepaid for breakfast are in this area. • Highlighting names/allocations 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 • If bins are overflowing please advise your team leader so they can request a cleaner to attend.
WHAT TO BRING/WEAR	Please wear your official Transurban Bridge to Brisbane Volunteer shirt and hat. This will be sent to your group leader or will be available from Volunteer HQ when you sign in on the morning. Please also wear comfortable closed in shoes. If you are working outside, please dress to the conditions (e.g. hat, sunscreen, etc.)
IMPORTANT CONTACTS	Volunteer Coordinator • (07) 3139 0398 (Pre-Event Day) / 0447 176 314 (Event Weekend) Medical Command Centre • 0421 003 720
EVENT SCHEDULE	10KM Race Start Times • 6:00am – Elite Sporting Wheelies • 6:10am – Elite Orange Zone • 6:10am – Elite Red Zone • 6:20am – Gold Zone • 6:30am – Green Zone

	• 6:50am – Yellow Zone • 7:10am - Purple Zone • 7:30am – Pink Zone 5KM Race Start Times • 10:00am – Purple Elite Runners • 10:00am – Orange Zone • 10:05am – Gold VIP Charity Zone • 10:10am – Green Zone • 10:10am – Yellow Zone • 10:15am – Purple Zone
MEDICAL	MEDICAL INCIDENTS 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 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 SUSPICIOUS BEHAVIOUR 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 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 and they will liaise with the appropriate authorities.

	NOTE: If you are ever in doubt call emergency services on “000”
EXTRA NOTES	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 Transurban Bridge to Brisbane presented by Brooks.
Without your time and effort, this event would not be possible!**