



Girlguiding Surrey East are now in the process of planning Musicals 2028 to be held at Dorking Halls on Saturday 11th March 2028.

Would you like to join this amazing event team? No previous experience necessary but would be helpful. Ability to work as a team is essential.

The team are looking for volunteers for the following positions (not greyed out):

	Role / Role holder	Responsibilities
Leadership and Governance	Event lead – Elaine Edwards	<ul style="list-style-type: none"> •To manage the overall event in line guiding large scale guidance •To appoint and chair the event committee •To report progress and issues to the county executive via the county commissioner •To agree and manage the event within budget •To ensure all documentation and risk assessments are completed and approved •Being an advocate for the event and promoting it across networks. •Acts as the primary Girlguiding liaison to the theatre's Front of House Manager on show day
	Deputy event lead Reports to Event lead	<ul style="list-style-type: none"> • The event lead and deputy event lead need to work closely together. • It's important for them to have a good working relationship. • One of the Deputy event lead's roles will be to deputise for the Event Lead should the occasion arise

		<ul style="list-style-type: none"> • Liaise with County commissioner regarding VIP's to include invitations, arrivals and hosting of VIP guests. • Set up Musicals 2028 WhatsApp group, deputy and event lead as admin
	Secretary lead	<ul style="list-style-type: none"> • Circulate agenda at least 1 week (preferably 2) prior to committee meetings • Record decisions, notes and actions during the committee meetings • Produce and circulate minutes from committee meetings within 2 weeks of the meeting to include ACTION BY: column
Programme and Backstage management	Programme lead	<ul style="list-style-type: none"> • Work alongside Event lead during rehearsals to provide constructive feedback to unit acts, ensuring costumes, props have all been thought about and are age/section appropriate. • Time acts to assist with running order • Organise running order of acts • In liaison with Music lead edit music for group numbers and acts. • Provide music and running order to the theatre within the theatre's time frame • Allocate mics for acts • Show day backstage as the primary link between the theatre's sound and lighting tech engineers • Link between the theatre and event team • In liaison with the Retail lead provide information required for the programme to be printed • Coordinate dressing room allocations for performing units (in liaison with Administration lead) • Good working knowledge of Excel • Sound knowledge of backstage theatre production
	Music lead	<ul style="list-style-type: none"> • Assist units to find required music for their act.

		<ul style="list-style-type: none"> • Edit music in liason with Programme lead • Lead group numbers at rehearsals • Advise/assist units with acts if required
Compliance, safety and welfare	Health and wellbeing lead	<ul style="list-style-type: none"> • Safeguarding: ensure all volunteers are registered on GO have valid DBS (18+) and Safer Guiding by the first whole group rehearsal • Obtain event adjustment forms for anyone (volunteer or participant) to ensure reasonable adjustments are applied. • Ensure the welfare of participants and volunteers • Obtain Children Performing Licence from local authority and obtain Body of Person Approval from Girlguiding • Acts as the BOPA-compliant Chaperone Coordinator, verifying backstage adult credentials at the stage door • Ensure First aid is provided at rehearsals and the performance day, ensuring appropriate first aid records are produced • Make Event Lead aware of any concerns and ensure any incidents are followed up and reported in line with Girlguiding policy.
	Safety and security lead	<ul style="list-style-type: none"> • Produce the Emergency and major incident plan, including evacuation procedures • Design and oversee the venue traffic management and car parking plans, especially if outside caterers are used • Ensure general safety and security of the venues during rehearsals and on show day • Monitor fire exits, capacities and compliance with the venue's fire safety regulations

Event operations and support	Administration lead	<ul style="list-style-type: none"> • Manage all participant correspondence, including updating and distributing letters, consent forms, and information packs for Unit Leaders. • Coordinate general updates and schedules for the wider volunteer team. • Organise the Information/help desk on rehearsals and show day • Check-ins of units' rehearsals and show day • Coordinate dressing room allocations for performing units (in liaison with programme lead) and manage the lost property desk.
	Facilities lead	<ul style="list-style-type: none"> • Liaise with venue services to ensure rehearsals and show spaces are set up correctly (including chairs for adults, waste bins, and accessible drinking water). • Monitor waste disposal throughout the event duration. • Check all rooms left clean and tidy at end of rehearsals and the event.
	Volunteer Support lead	<ul style="list-style-type: none"> • To offer extra support to volunteers throughout the event process • Point of contact at rehearsals and on show day if Event lead and Deputy lead are occupied • Pass on queries and questions from volunteers throughout the event, to the Event lead or the Deputy Lead
Catering, Retail and Marketing	Catering lead	<ul style="list-style-type: none"> • Source and provide refreshments for committee meetings, rehearsals and show day within the allocated budget. • Design food order form to collate dietary requirements and preferences from the entire cast and crew • Organise serving of food provision on show day
	Retail lead	<ul style="list-style-type: none"> • Source and organise t-shirt, badge and programme (in liaison with

		<p>Programme lead) printing within the budget allocated</p> <ul style="list-style-type: none"> • Secure Girlguiding branding approval for the logo, badge and t-shirt design. • Design t-shirt order form and collate cast and crew t-shirt orders
	Marketing and media lead	<ul style="list-style-type: none"> • PR (both internal and external) • Ensure all updated forms, leader letters, and media are promptly uploaded to the official county/event website. • Social media (before, during and after the event) • Coordinate the taking of official photographs and video footage during rehearsals and throughout the show day in strict line with Girlguiding photo permission guidelines
	Finance lead – Liz Collier (County treasurer)	<ul style="list-style-type: none"> • Manage the Musicals 2028 budget, keep up-to-date records of income/expenditure, and track catering/retail spending. • Preparing summary accounts as needed and highlight any over- or under-spend. • Process all invoices and expense claims