



UQ Alumni Book Fair

UQ Alumni Book Fair

Date: Friday 29 April – Monday 2 May

Time:

Friday 29 April: 9am–9pm

Saturday 30 April: 9am–5pm

Sunday 1 May: 9am–5pm

Monday 2 May: 9am–3pm

Location: Exhibition Hall, UQ Centre, St Lucia

Expected attendees: 5,000 (total)

Setup & Equipment

Room Setup

Refer to floor plan

Stage setup and trestle tables set up in Exhibition Hall

Boardroom – Break room for staff and volunteers

VIP lounge – Cashier only

UQ Alumni Relations team

iPads with counter software

Laptops for additional registration

Break room refreshments – milk, tea, coffee, biscuits

Gloves, masks, hand sanitizer

PowerPoint slides for Exhibition Hall



REGISTRATION

Each morning before doors open:

- Traffic bollards to be used to funnel guests to the entrance
- 2 x volunteers with iPads will be asking guests if they have registered and whether they have completed the COVID check-in form.
- If they have registered – Use the EventBrite app to check them in – ask them to scan the QR code to complete their COVID check-in.
- If they have not registered – Ask them to scan the QR code to fill in their information (this will include COVID check-in)
 - If they don't have a phone will need to manually assist them.

COVID check in form will be built in Vision 6



Logistical run sheet

Wednesday 27 April			
Time	Action	Location	Responsibility
10am	Office Relocation Solutions to commence delivery of books to the UQ Centre from 10am	Exhibition Hall	Office Relocation Solutions, Book Group, UQ Centre
10am-11am	Furniture delivery	Exhibition Hall	UQ Centre
11am	UQ Centre to set tables	Exhibition Hall	UQ Centre
Thursday 28 April			
Time	Action	Location	Responsibility
9am	Brief student volunteers onsite	Exhibition Hall	Braden Asujamaa, Gary Lambrides
From 9am	Books set up on tables	Exhibition Hall	All
12pm	Second student volunteer briefing	Exhibition Hall	Braden Asujamaa, Gary Lambrides
Friday 29 April			
Time	Action	Location	Responsibility
7am	J'Adore Crepes onsite to begin setup and trade	UQ Centre	J'Adore Crepes, UQ Centre
8am	Book Group and student volunteers onsite	Exhibition Hall	Book Group Student Volunteers
8am	First student volunteer briefing		Braden Asujamaa, Volunteer Supervisor
8-11am	First volunteer session		
8:30am	Security onsite		Security
9am	Doors open		All
11am	Second student volunteer briefing		Volunteer supervisor
11am-3pm	Volunteer session 2		
3pm	Third student volunteer briefing		Volunteer supervisor
3-6pm	Volunteer session 3		
6pm	Fourth student volunteer briefing		Volunteer supervisor
6-9pm	Volunteer session 4		



Saturday 30 April			
Time	Action	Location	Responsibility
7am	The RichPour onsite to begin setup	UQ Centre	The RichPour, UQ Centre
8am	First student volunteer briefing		Volunteer supervisor
8-11am	Volunteer session 1		
9am	Doors open	Exhibition Hall	All
10am-12pm	Face painting session 1		Sarah Smith – Surreal Strokes Face Painting
11am	Kids book reading 1		Nina Gardiner
11am	Second student volunteer briefing		Volunteer supervisor
11am-2pm	Volunteer session 2		
1pm – 3pm	Face painting session 2		Sarah Smith – Surreal Strokes Face Painting
2pm	Kids book reading 2		Nina Gardiner
2pm	Third student volunteer briefing		Volunteer supervisor
2-5pm	Volunteer session 3		
Sunday 1 May			
Time	Action	Location	Responsibility
7am	The RichPour and J'Adore Crepes onsite	UQ Centre	The RichPour, J'Adore Crepes, UQ Centre
8am	First student volunteer briefing		Volunteer Supervisor
8-11am	Volunteer session 1		
9am	Doors open	Exhibition Hall	All
11am	Second student volunteer briefing		Volunteer supervisor
11am-2pm	Volunteer session 2		
2pm	Third student volunteer briefing		Volunteer supervisor
2-5pm	Volunteer session 3		



Monday 2 May			
Time	Action	Location	Responsibility
7am	The RichPour and J'Adore Crepes onsite	UQ Centre	The RichPour, J'Adore Crepes, UQ Centre
8am	First student volunteer briefing		Volunteer Supervisor
8-11am	Volunteer session 1		
9am	Doors open	Exhibition Hall	All
11am	Second student volunteer briefing		Volunteer supervisor
11am-2pm	Volunteer session 2		
2pm	Third student volunteer briefing		Volunteer supervisor
2-5pm	Volunteer session 3		