



Suncorp Bank Volunteer Program

GOLD COAST CHECK IN CENTRE INFORMATION SHEET

Event Organisers	Events Management Queensland Address: Level 2, 105 Upton Street, Bundall Phone: 07 5668 9888
Registration Centre Opening Hours	Thursday 2 nd July, 4pm - 8pm Friday 3 rd July, 10am - 8pm Saturday 4th July, 9am - 5pm
Location	Gold Coast Convention and Exhibition Centre, Broadbeach
Transport and Parking	Parking at the GCCEC is \$10 each time, however you will be reimbursed. When you enter the car park you will receive a ticket. Take the ticket to the Volunteer Check In and exchange it for a pre-paid voucher which you can use to exit for free.
Volunteer Roles	<ul style="list-style-type: none"> • Registrations Check In Attendant • Kit Collection Attendant • Late Entry/ Help Desk Attendant • Usher/Meet and Greet • Information Booth Attendant • Teams Attendant • Stock Controller • Timing Device Attendants
What to Wear	You will receive a Gold Coast Airport Marathon (GCAM) volunteer T-shirt at your first shift. Please wear your GCAM volunteer t-shirt at all shifts during the event and preferably black pants/shorts with closed in, comfortable shoes or sneakers. As the venue does get cold, dress appropriately. There will be no secure storage for personal items so please only bring what is necessary and that you can carry yourself.
Training and Shift Briefing	Training commences at the start of your shift. You will be briefed on your role and provided any required training before Check In Centres open to the public.

Sign in/ sign out	When you arrive you will be required to sign in at the Volunteer Check In desk and to sign out on departure.
Food and Breaks	<ul style="list-style-type: none"> Your scheduled break times will be advised at sign in If working in registrations as a Check In Attendant or Kit Collection Attendant, there will be specific break times in order to regulate the number of check in counters open/closed.
Contacts	<p>Over the event your first point of contact should be the Volunteer Mobile Number on 0499 612 522.</p> <p>Staff available:</p> <ul style="list-style-type: none"> Lauren Penny, Event Operations Coordinator – Volunteers Shari Amory, Registrations Manager Lisa Sealey, Registrations Coordinator
On the Day – Sick or Running Late	If you are sick or running late, please ensure you call rather than email so we know ASAP.

Gold Coast Convention and Exhibition Centre



Gold Coast Convention and Exhibition Centre Layout

