

# Open House London



## Volunteering – Sat 17 & Sun 18 September 2011

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Architectural education charity, Open City, is calling for individuals who would like to offer their help as a volunteer in the Open House London event on Sat 17 & Sun 18 September.

### What is Open House London annual event?

Now in its nineteenth year, Open House London is the capital's largest architectural festival where more than 700 great buildings of all types and periods across London open up their doors to all, completely free. It is a truly city-wide celebration of the buildings, places and neighborhoods where we live, work and play, and a quarter of a million people will take part.

### When is the event taking place?

Saturday 17 and Sunday 18 September 2011.

### How can I help as a volunteer?

As a volunteer, you will be providing assistance to building representatives/owners participating in the event, to open their buildings to the public. The assistance of volunteers is vital to make the Open House London Event happen and is greatly appreciated.

### How many volunteers are involved?

Around 6,000 people volunteer over the event itself, many of whom are recruited directly via the building themselves. 600 are, like you, placed through Open House.

### How much time do I have to commit?

One morning or afternoon on one day during the event – 17 & 18 September

### Where am I volunteering?

At one of the participating buildings. You will be able to select online where to volunteer, subject to availability.

### Do I need to a qualification?

No need to have a degree/profession in architecture / built environment. All you will need is the enthusiasm to be part of the extended team to make the event successful. If you are an architecture professional, or student, you will also be able to share your expertise with the visitors.

### How do I fit in?

There are three different volunteer roles, either as a Steward, Steward Plus or Guide. You will select which role would suit you, depending on your interest/knowledge in architecture and how comfortable you feel in that role.

- **Stewards** - Help to organize queues, act as extra security for the building, hand out factsheets and answer practical questions such as opening times, suggesting other participating buildings close by, and giving more details about the Open House event in general.
- **Stewards Plus** – Act as a steward to provide practical assistance, as well as being prepared to answer visitor queries relating to the building.

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**[openhouselondon.org.uk](http://openhouselondon.org.uk)**

New volunteer Form - July 211

- **Guides** - Take groups around in an informal manner, talking about the architecture, function and history of the building. Enough research is required to ensure your tour is informative and you are able to answer questions at a level for the lay person.

### **What's in it for me?**

Many volunteers have told us the event helped them with their personal development, as well as personally learn about architecture and the built environment. As a thank you for volunteering, you will get the following benefits:

- **A volunteers' priority badge** - This will allow you to jump the queues to gain entry to some of the buildings over the weekend (except for those which require pre-booking). The badge is really useful at very popular buildings, which attract large crowds, and thus you will be able to make the most of the rest of your time during the event.
- **A complimentary copy of the Guide** - The Open House London 2011 Guide (normal price £6.50) is your essential companion to the event.
- **Invitation to the Closing Party** – Held at one of our participating buildings on the Sunday evening, this is a great opportunity to meet with the organisers of Open House, the building representatives and other volunteers to celebrate the event and thank everyone for their support.

### **Are my expenses to be reimbursed?**

Unfortunately, we are not able to reimburse any expenses (including your travel costs).

### **What are the key dates I need to be aware of?**

- **Beginning June** – Register officially as a 2011 volunteer.
- **Early July** - Select a building online where you will be volunteering.
- **Late August** – Attend a preparatory briefing, for a better overview of the volunteer roles and preparations to be made, and an opportunity to meet the Open House London team in person.
- **Late August** - Make contact with the building, introduce yourself to the building representatives. You might be asked to visit the building prior to the event.
- **17 & 18 September** - Enjoy the event as a volunteer and the rest of the weekend with your priority badge!
- **Evening of 18 September** – Get together at Closing Party and share your experiences at an Open House building over a glass of wine!

### **How do I register?**

Complete the registration form on the following pages and return it by email to [volunteers@open-city.org.uk](mailto:volunteers@open-city.org.uk)

### **Who can I contact?**

Open House London team, Open-City, 44-46 Scrutton Street, London EC2A 4HH  
T. 020 7383 2131, E. [volunteers@open-city.org.uk](mailto:volunteers@open-city.org.uk)

# Open House London



**Volunteering – Sat 17 & Sun 18 September 2011**

## Volunteer Registration Form 2011:

**Would you like to register as a 2011 volunteer? Yes / No** If yes, please fill in the following details.

**Personal details:** Strictly confidential, however please note that your personal details except for Health Declaration will be provided to the building representatives where you will be volunteering.

Your Name:

Postal Address:

Telephone:

Mobile:

Email:

Date of birth (if under 18):

Health Declaration: Strictly confidential. In order to help us access any additional support required.

Do you have a disability or specific need for which special arrangements or adjustments are needed for the volunteer role? Yes/No

## About you:

We would like to know you better. Please tell us briefly about yourself:

## Emergency contact details on the volunteering day:

Name (Relationship):

Tel:

**Allocations:** We will be having Online self-allocation system and you will be able to select a building at which to volunteer, chose a date and time and volunteering role (subject to availability).

Are you able to use Online self-allocation system? Yes / No

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**Volunteering Roles:** There are three different volunteer roles, either as a Steward, Steward Plus or Guide. You will select which role would suit you, depending on your interest/knowledge in architecture and how comfortable you feel in that role.

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- **Stewards-Plus** - Act as a steward to provide practical assistance, as well as being prepared to answer visitor queries relating to the building.

- **Guides** - Take groups around in an informal manner, talking about the architecture, function and history of the building. Enough research is required to ensure your tour is informative and you are able to answer questions at a level for the lay person.

Which volunteering role you would be interested in?: Steward / Steward-Plus / Guide

NB. You will be able to select your role and building (subject to availability), when the online allocation system goes live late July. However, it helps our planning to have an indication of your role preference now.

#### **Additional roles before/over the Open House London weekend:**

**Distribution Helpers:** We will need volunteers who are able to help us in distributing printed Guides etc, stuffing envelopes and packing boxes: from early August onwards, and drivers during the Weekend.

Are you able to help us in distribution?

- Yes – I am able to help in the office between Thur 4 August and Fri 12 August (not Sat 6 & Sun 7).  
(min ½ day please)
- Yes – I am able to help in the office, but after the week beginning 15 August.
- Yes – I am able to help distributing publicity materials during the Weekend, using my car.
- No – I am unable to help.

#### **Where did you hear about volunteering?:**

Please let us know where you heard about volunteering for the Open House London annual event?:

**Many thanks for completing your form. Please return this form to the Open House London team at [volunteers@open-city.org.uk](mailto:volunteers@open-city.org.uk).**