



Registration Team Role Description

Who to contact: Your first point of contact should be your team leader.

Team Member→**Team Leader**→**Area Leader**→**Team Manager**

Area Leader: Agatha Harrold

Area Description: The Hospitality team ensures every person at WeBelieve feels welcomed, supported, and cared for from arrival to departure. This area includes registration, accessibility support for those with additional needs, and partner hospitality - supporting our sponsoring organisations as well as the priests and religious (nuns and monks) whose presence and ministry help make the festival possible.

Team Leader: TBD

Team Description: Registration will be the first point of contact for attendees, setting the tone for their festival experience. Beyond checking people in, the registration team plays a key role in making attendees feel welcomed. Upon arrival, attendees will be greeted by a friendly and helpful team who will check them in and answer any questions they may have.

Time Commitment: Three months building up to WeBelieve 24-27 July 2026. Including a fortnightly 'all-team' video call (weekday evening), ad-hoc 'team meetings', and the festival itself: midday Friday 24th - midday Monday 27th July.

What you will be doing:

Before event:

- Rent iPads or phones to use to check people in
- Be in touch with admins to order wristbands for festival (last year we did stripy ones for adults and plain for children as we could then write on their parents name and number)
- Pack up all the orders with children in advance so wristbands have names and numbers on them and you just give out envelopes with the wristbands in them to families rather than sorting them at the tent
- Make a rota for volunteers Friday and Saturday morning are the most busy. Sunday morning maybe has two people then Saturday/ Sunday afternoon and all day Monday only needs one or two people as it's very quiet. Check if there are any day tickets for Monday as may be able to just close on Sunday.

Thursday

- Test WiFi
- Log into registration system on all devices being used
- Ensure tent is up with table and chairs
- Check team in
- Each day ensure devices are charged in the control room.

Friday

- Ensure team are prepped and know how to use the tech
- Set up tent with wristbands and pens and iPads/ phones.
- Liaise with the site team about the gates opening (cars may be allowed onto site before the festival is officially open to help with traffic control. Do not check them in until Mick/ John give go ahead on the radio.
- Encourage those in cars to stay in their cars and check them in through car window.
- Check in those walking or parking off site at the desk.



What you will need:

- Bags of energy, resilience and patience!
- A positive attitude and cheerful disposition.
- Physical ability for lifting, carrying and being on your feet most of the day.
- The ability to follow clear instructions without deviation.
- To work in a team under the supervision of a Team Leader.
- On site from 10:00AM Friday 24th July to 12:00PM Monday 27th July, 2026.

Daily pattern:

- The team operates between 08:00 and 23:00.
- Shift lengths will vary from 3hrs to 7hrs. You may be required to work a split shift.
- You will have meal breaks and rest periods.
- You will be asked to help with set-up and pack-down.