Yarra Valley Grammar Volunteers

EVENT DESCRIPTION

Name of Event:	**Carols@Yarra**
Coordinated by:	**Yarra Parents & Friends and Yarra Music**
Department:	**Development**
Date:	**1 December 2026**
Time:	**4.30pm – 8.00pm**
Venue:	**Yarra Valley Grammar (Patterson Oval)**

Event Description
Carols@Yarra will be run on an evening in December to celebrate the upcoming Christmas holidays and end of the School year. It is run in partnership by Yarra Parents & Friends and Yarra Music to increase Yarra Community involvement and awareness, and primarily to bring families together. The event includes food trucks, pre-purchased picnic hampers, a Christmas photo booth, Christmas items available to purchase, food and beverages and musical performances from students in ELC through to Year 11.

Primary Purpose
The key purpose of Carols@Yarra is to bring all our Yarra families together to relax, have some fun, meet other families and celebrate the Christmas season.

Volunteer Involvement
Set up

- Volunteers on set up will assist in ensuring each stall is set up with everything they need.
- This primarily will include moving stock and setting up signs.
- Other ad-hoc tasks may be required.

Barbecue

- The Yarra Old Grammarians have kindly offered to manage the BBQ for Carols@Yarra.
- Tasks may include serving, rotating stock, cooking and taking payments.

Wine and beverages

- Both alcoholic and non-alcoholic drinks will be available to families for purchase.
- Once you reach the drinks station, you will see a price list.
- Those serving alcohol will be required to hold a current RSA.
- Cash and EFT will be available.

Choc tops

- Choc tops will be available to purchase for $5.
- All choc tops will already be in a dedicated freezer at the marquee location.
- Payment should be available via EFT and cash.

Christmas photos

- We will have a photo booth set up where families can take their own photos with some Christmas cut outs and decorations.
- Volunteers will need to ensure the set up is left clean and tidy between families and assist in managing any queues.

Christmas items

- Some Christmas themed items will be available for sale.
- A list of the items and prices will be available at the stall.
- Tasks will include assisting with sales and handling money.
- Cash and EFT will be available.

Picnic hampers

- This will also be a location point where families can collect picnic hampers they purchased online.
    - All hampers will be labelled with the booking name, as well as a master sheet for cross referencing.
- There may be a limited number of hampers available for purchase on the night.
- EFT and cash will be available.

Cleanup

It is always all hands on deck for the clean up crew! We plan to minimise mess and organise as we go, however, we will need some help in primarily the below:

- Packing up marquees
- Removing all rubbish
- Packing up tables
- Washing any used food equipment
- Collecting any other items off the oval

And everything that is packed up can be returned to the Brooke Nicholas Pavilion.

Key Contacts

Internal

Director of Development (Rosie Brown, P: 0419 341 430)
Development Officer (Kimberley Wolsley, P: 0417 520 689)

Issues

Any issues that arise in relation to any volunteer position should be discussed with the person that the volunteer reports to or with the Director of Development.