

## THURSDAY AND SATUDAY

### Shift 1

Time	Description
9.00am-9.15am	Committee Reporting
9.15am-9.30am	Volunteers Reporting
9.30am-9.45am	Volunteers Briefing
9.45am-2.00pm	Shift timing. In between, volunteers are to be given breaks adequately.
2.00pm-2.15pm	Prepare for handover and stand-down. Volunteers are to stand-down by 2.15pm.
2.15pm-2.30pm	Volunteers debrief. Reflect on their shift so far.
2.30pm	Volunteers Dismissal

### Shift 2

Time	Description
1.15pm-1.30pm	Committee Reporting
1.30pm-1.45pm	Volunteers Reporting
1.45pm-2.00pm	Volunteers Briefing
2.00pm-2.15pm	Prepare for handover and start of shifts.
2.15pm-6.00pm	Shift timing. In between, volunteers are to be given breaks adequately.
6.00pm-6.15pm	Prepare for handover and stand-down. Volunteers are to stand-down by 6.15pm.
6.15pm-6.30pm	Volunteers debrief. Reflect on their shift so far.
6.30pm	Volunteers Dismissal
6.30pm-6.45pm	Committee Debrief. Reflect on the day and what can be better.

\*\*On Saturday, volunteers will assist in teardown

## FRIDAY

### Shift 1

Time	Description
11.00am-11.15am	Committee Reporting
11.15am-11.30am	Volunteers Reporting
11.30am-11.45am	Volunteers Briefing
11.45am-5.00pm	Shift timing. In between, volunteers are to be given breaks adequately.
5.00pm-5.15pm	Prepare for handover and stand-down. Volunteers are to stand-down by 5.15pm.
5.15pm-5.30pm	Volunteers debrief. Reflect on their shift so far.
5.30pm	Volunteers Dismissal

### Shift 2

Time	Description
4.15pm-4.30pm	Committee Reporting
4.30pm-4.45pm	Volunteers Reporting
4.45pm-5.00pm	Volunteers Briefing
5.00pm-5.15pm	Prepare for handover and start of shifts.
6.15pm-10.00pm	Shift timing. In between, volunteers are to be given breaks adequately.
10.00pm-10.15pm	Prepare for handover and stand-down. Volunteers are to stand-down by 10.15pm.
10.15pm-10.30pm	Volunteers debrief. Reflect on their shift so far.
10.30pm	Volunteers Dismissal
10.30pm-10.45pm	Committee debrief. Reflect on the day and how it has went.