



THE BoA GREEN MAN FESTIVAL ORGANISING COMMITTEE

The annual Bradford on Avon (BoA) Green Man Festival (GMF) is the town's biggest event, is hugely popular drawing visitors from across the region and brings a great deal of money to the town. It started in 2017 with 10 venues, about 300 performers and 1K visitors and has grown steadily since. In 2025 it had 33 venues, almost 1,000 performers and visitor numbers are thought to have exceeded 10K. At least 20 local groups help in focussed, practical ways but overall planning and organising falls on the shoulders of just two people, Jan and Alfie Windsor. To secure the festival's future

an organising committee is being formed to spread the load, bring new ideas into the event and ensure future events remain enjoyable and safe. The committee will have 12 members each responsible for a specific part of the festival and 20 organisers of subsidiary tasks will report to them. We launched a recruitment campaign in July and the majority of the positions have been filled but a few critical roles remain vacant and urgently need to be filled if the festival is to keep going. The vacancies are:

1. Camping
2. Community
3. Markets
4. Publicity
5. Safety
6. Tech Support
7. Victuals
8. Volunteers

They are described on subsequent pages. Workloads are based on Jan's and Alfie's actual hours for each task over several years. If you are interested in one of these roles please contact us on boagmf@icloud.com or ring 07703 599 220.

1. CAMPING

1.1 Role To provide festival visitors with a pop-up camp site.

1.2 Workload

- a. Oct - Dec: up to 2 hrs/week.
- b. Jan - Mar: at least 4 hrs/week.
- c. Apr - May: at least 4 hrs/week.
- d. GMF Weekend: Wardens to provide 24/7 onsite coverage supported by the Camping Organiser as required.
- e. GMF Day: Attend the evening party to ensure it runs smoothly.

1.3 Reports To GMF Chair.

1.4 Tasks

- a. Agree arrangements for the pop-up camp site and its budget with the GMF Chair.
- b. Book Victory Field and the pavilion for the weekend and agree camp site size and layout with Town Council.
- c. Book portable showers and toilets for the weekend.
- d. Arrange for the Town Council to consult residents.
- e. Arrange campers' discounts at adjacent food outlets.
- f. Recruit residential and relief Wardens for the weekend.
- g. Manage pitch / vehicle bookings and payments.
- h. Organise site set up, check-in, check-out and clean up.
- i. Consider a Saturday night party in The Canal Tavern from 7.30pm to midnight.
- j. Liaise with other Organisers as required, particularly the Bookkeeper on finances.

2. COMMUNITY

2.1 Role To fully engage the town's residents and community groups so they can benefit from the GMF.

2.2 Workload

- a. Oct - Dec: up to 1 hrs/week.
- b. Jan - Mar: at least 3 hrs/week.
- c. Apr - May: at least 3 hrs/week.
- d. GMF Day: all day, 7am to 6pm.

2.3 Reports To GMF Chair and is a member of the Organising Committee.

2.4 Tasks

- a. Produce a community engagement strategy and budget with the GMF Chair.
- b. Plan the layout of Community Hub.
- c. Liaise with Town Council on the booking, payment etc., of community groups.
- d. Organise Community Hub set up on GMF-1 and GMF Day.
- e. Oversee Community Hub operations and break down on GMF Day.

- f. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- g. Contribute relevant input to the Event Management Plan and the Event Programme.

3. MARKETS

3.1 Role To attract visitors by providing a range of high quality, ideally local, market traders.

3.2 Workload

- a. Oct - Dec: at least 1 hrs/week.
- b. Jan - Mar: at least 2 hrs/week.
- c. Apr - May: at least 3 hrs/week.
- d. GMF Day: all day, 7am to 6pm.

3.3 Reports To GMF Chair and is a member of the Organising Committee.

3.4 Tasks

- a. Produce a markets' strategy and budget with the GMF Chair.
- b. Plan the layout of market areas: (currently) St M's Hall (main Artisan market), Church St (second artisan market and Community Hub) and Westbury Gardens (Pagan Arts & Crafts).
- c. Liaise with Sons of Artemis, organisers of the pagan market.
- d. Liaise with Town Council on the booking, payment etc., of market and community traders.
- e. Recruit Market Tobys for each planned market area.
- f. Organise markets' set up by the Tobys on GMF-1 and GMF Day.
- g. Oversee market operations and break down on GMF Day.
- h. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- i. Contribute relevant input to the Event Management Plan and the Event Programme.

4. PUBLICITY

4.1 Role To build visitor numbers and the status of the GMF by arranging maximum publicity.

4.2 Workload

- a. Oct - Dec: at least 4 hr/week.
- b. Jan - Mar: at least 6 hrs/week.
- c. Apr - May: at least 6 hrs/week.
- d. GMF Day: all day, 8.30am to 6pm.

4.3 Reports To GMF Chair and is a member of the Organising Committee.

4.4 Tasks

- a. Agree a GMF publicity and advertising campaign and budget with the GMF Chair to generate maximum "regional" coverage for the GMF.
- b. Implement publicity and advertising campaigns.

- c. Implement website and social media campaigns with regular and extensive posts, reels etc.
- d. Arrange photographers.
- e. Design and produce uniform advertising materials including A4 posters, roadside eyecatchers and main banners.
- f. Design, produce and market the festival programme.
- g. Arrange for all banners, posters etc to be in place at least one month before GMF Day.
- j. Identify appropriate merchandise and arrange outlets.
- k. On GMF Day arrange and oversee all merchandising outlets.
- l. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- m. Contribute relevant input to the Event Management Plan and the Event Programme.

5. SAFETY

5.1 Role To provide a safe environment for all festival performers and visitors.

5.2 Workload

- a. Oct - Dec: at least 2 hrs/week.
- b. Jan - Mar: at least 4 hrs/week.
- c. Apr - May: at least 4 hrs/week.
- d. GMF Day: all day, 7am to 6.30pm.

5.3 Reports To GMF Chair and is a member of the Organising Committee.

5.4 Tasks

- a. Agree a safety strategy with the GMF Chair.
- b. Prepare the Event Management Plan (EMP) and associated budget including a festival wide Risk Assessment with the GMF Chair.
- c. Publish the EMP to all statutory bodies requiring copies and consult them as appropriate.
- d. Maintain and publish a policy for safeguarding children, young people and vulnerable adults, consulting appropriate bodies as required.
- e. Maintain and publish an Accessibility Guide consulting appropriate bodies as required.
- f. Arrange Event Insurance.
- g. Determine needs for security staff and arrange cover, including attendance by Wiltshire Police.
- h. Determine needs for medical support and arrange cover.
- n. Arrange road and car park closures.
- o. On GMF Day act as the Event Controller and Safeguarding Lead for children, young people and vulnerable adults, and oversee all safety and security activity.
- p. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- q. Contribute relevant input to the Event Management Plan and the Event Programme.

6. TECH SUPPPORT

6.1 Role To provide organisers, performers and traders with the technical services and facilities needed to plan and operate the event.

6.2 Workload

- a. Oct - Dec: at least 1 hr/week.
- b. Jan - Mar: at least 3 hrs/week.
- c. Apr - May: at least 3 hrs/week.
- d. GMF Day -1: most the day to test all facilities and services are operational.
- e. GMF Day: all day, 8.30am to 6pm.

6.3 Reports To GMF Chair

6.4 Tasks

- a. Agree the GMF's technology needs and budget with the GMF Chair.
- b. Ensure adequate wifi coverage across the town centre, particularly Church St, Holy Trinity and St M's Hall car park.
- c. Maintain web site and social media infrastructure provided by a third party.
- d. Provide and support email infrastructure for all Organisers.
- e. Provide and support walkie talkies for appropriate Volunteers.
- f. Oversee all technical infrastructure and services on GMF Day with full testing on GMF Day-1.
- g. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- h. Contribute relevant input to the Event Management Plan and the Event Programme.

7. VICTUALS

7.1 Role To provide visitors and performers with access to quality fast food and drink outlets in addition to the town's established venues.

7.2 Workload

- a. Oct - Dec: at least 2 hrs/week.
- b. Jan - Mar: at least 4 hrs/week.
- c. Apr - May: at least 4 hrs/week.
- d. GMF Day: all day, 7.30am to 6pm.

7.3 Reports To GMF Chair and is a member of the Organising Committee.

7.4 Tasks

- a. Agree the food and drink strategy and budget with the GMF Chair.
- b. Plan the layout / positioning of the main Food Court in the Library car park and other food and drink outlets.
- c. Book and arrange all fast food outlets including for Holy Trinity Church and St M's Hall.
- d. Book and arrange all bars including for the Tithe Barn, Westbury Gdns and the Food Court.
- e. Arrange waste bin services and installation for the Food Court and around town and for them to be emptied from time to time.

- f. Arrange tables and benches for the Food Court.
- g. Place closure warnings at the library car park entrance and on parked cars on GMF -1.
- h. Act as library car park Market Toby on GMF Day including closing the car park and Food Court operation and break down.
- a. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- i. Contribute relevant input to the Event Management Plan and the Event Programme.

8. VOLUNTEERS

8.1 Role To provide assistance to everyone involved on GMF Day by recruiting, organising and training a group of volunteer Stewards.

8.2 Workload

- a. Oct - Dec: at least 3 hrs/week.
- b. Jan - Mar: at least 5 hrs/week.
- c. Apr - May: at least 5 hrs/week.
- d. GMF Day: all day, 7am to 6.30pm.

8.3 Reports To GMF Chair and is a member of the Organising Committee.

8.4 Tasks

- a. Agree the Volunteer roles, duties and broad numbers and an associated budget with the GMF Chair. At least 50-60 volunteers are required.
- b. Recruit volunteers for GMF Day to act as Stewards and to staff the Welcome Tent.
- c. Arrange Community Volunteers for the more demanding “Gatekeeper” roles on car park and road closures.
- d. Maintain register of Volunteers with their capabilities and preferences.
- e. Produce the Volunteer Duty Roster in advance of GMF Day including arrangements for check in, and reserve Stewards to cover non-attendance.
- f. Provide everything Volunteers need for their role., e.g. collecting buckets, high viz jackets, “job descriptions”.
- g. Plan and arrange fund raising on GMF Day.
- h. Brief all Volunteers on their duties prior to the event, particularly safety/incident procedures and using walkie-talkies.
- i. Act as Deputy Event Controller on GMF Day overseeing all Volunteer activity.
- j. Liaise with other Organisers as required, particularly the Bookkeeper on finances.
- k. Contribute relevant input to the Event Management Plan and the Event Programme