



19—22
OCTOBER

highlight.org.nz

HighLight: Carnival of Lights 2018

Volunteer Guide



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**HIGH
LIGHT**

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OVERVIEW

It's going to be wild!

For four nights over Labour Weekend 19-22 October, HighLight returns to transform Riddiford Garden into a spectacular carnival of light for all ages.

You'll journey below the waves, across land and sky, experience the power of the elements, meet creepy-crawly characters, and discover a mythical forest.

Experience live entertainment, brilliant light installations, fireworks, interactive activities and more, all free.

KEY EVENT DETAILS

- Event Dates (Labour Weekend)
 - Friday 20 October
 - Saturday 21 October
 - Sunday 22 October
 - Monday 23 October
- Event takes place in and around Riddiford Garden and Civic Precinct, Lower Hutt CBD (including Dowse Square and Anzac Lawn)
- Event runs from 7pm – 11pm each night
- We estimate that attendance levels will be in the vicinity of 30,000 each night (last year 120 000 plus over four nights)
- The event is smoke, drug and alcohol free.

OUR AUDIENCE

As these events are free and situated in Riddiford Gardens, Lower Hutt we hope this event will appeal to everyone, our local community here in Lower Hutt but also the wider Wellington Region. We'll put on free buses to and from our community hubs as our aim is to make this event as accessible as we can for our community.

CHARITY PARTNER

Hutt City Council is proud to partner with Te Omanga Hospice. Te Omanga Hospice, established in 1979, provides care and support to people, and their families, living with a terminal or life limiting illness in the Hutt Valley. They are currently fundraising \$10 million to rebuild its earthquake-prone building in Lower Hutt. We are proud to support them with this and all event goers will be encouraged to make a gold coin donation with collectors at the event or by texting LIGHT to **TBC**



EVENT PARTNERS

Hutt City Council is thrilled to have the following local businesses join us in bringing HighLight: Carnival of Lights to life.



SCHEDULE

Biggest Little Circus – 7pm – 7.30pm

Each night at 7.00pm The Biggest Little circus will kick off the entertainment. The **Biggest Little Circus** is a show full of audience interaction, a whole lot of kiwi charm and plenty of lycra.

MORE FM Dance Club – 7.30pm – 8.00pm

Each night at 7.30pm the main stage will come alive with MORE FM's Dance Club with DJ George getting the kids up and moving.

Lights come on and all performances and activities begin – 8pm

Main Stage – 8pm - 9pm

Each night at 8pm, the main stage will kick off with fabulous live entertainment from the below bands:.

- | | |
|---------------------|---------------------|
| • Friday 19 Oct | Superbad |
| • Saturday 21 Oct | Jamie and the Gents |
| • Sunday 22 Oct | Boutique |
| • Monday 23 October | Tunes of I |

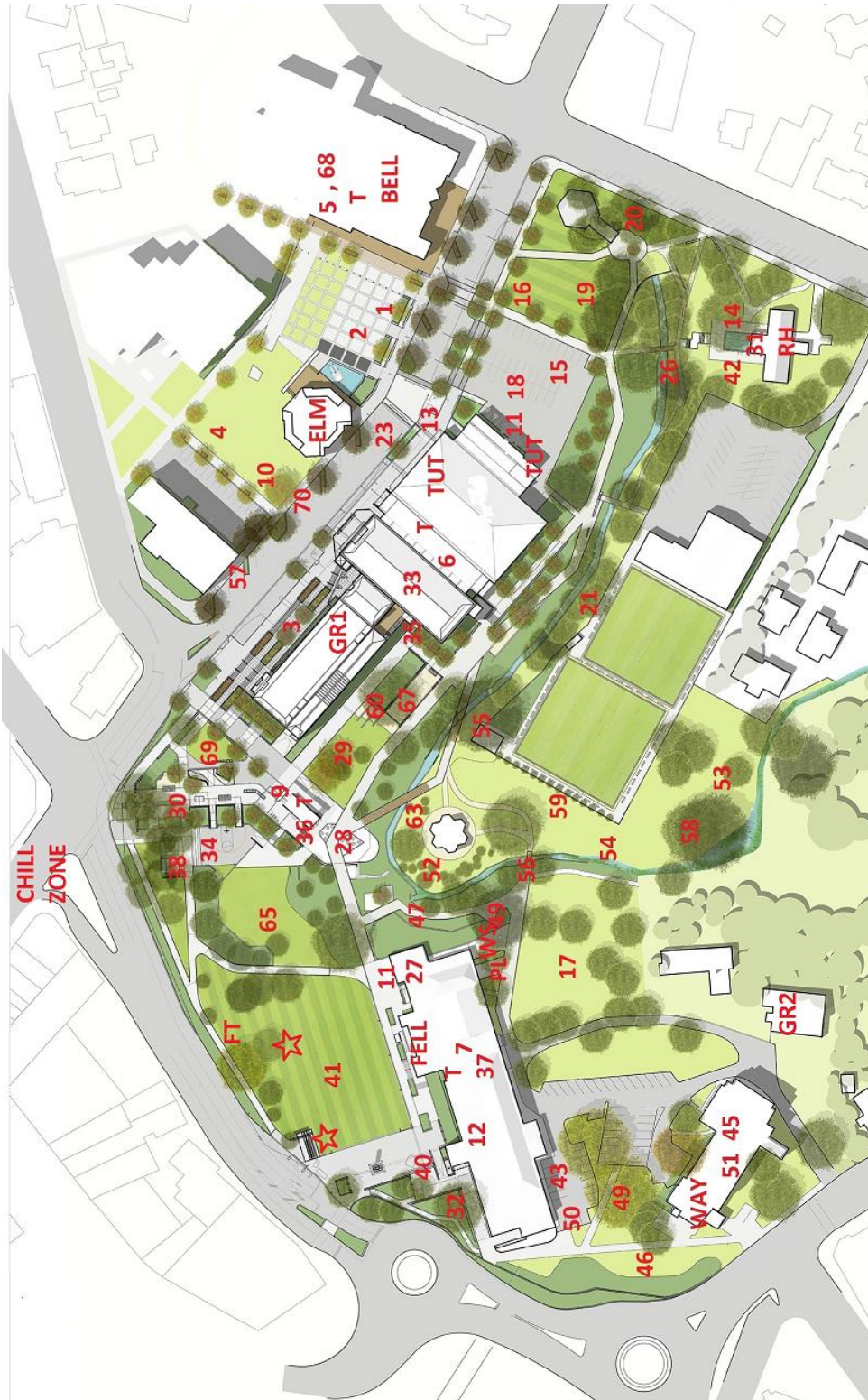
Pre-Fireworks Entertainment – El Jaguar – 9.15pm – 9.30pm

Hiremaster Fire and Light Show- 9.30pm

Each night the crowd will be wowed by a pyrotechnic display set to a soundtrack and launched from the roof of the War Memorial Library. Best viewed from ANZAC Lawn.

Event Finish – 11pm

SITE MAP



PRECINCTS



BELOW THE WAVES

HIGH
LIGHT



Octopoda



Fugu



Crank Zappa



Wave DJ



Sea of Jellyfish



Vintage Diver



School of Fish



Angler Fish



Glow Art



Depths of the Ocean

LAND AND SKY

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LIGHT**



Mountain of Light



Parrot Party



Colin the T-Rex



Birds of Lumos



Hula Flowers



Raptor Container



Fortune Fountain



LED Ducks



Nests



Pou Rama

Also:
Sound Safari &
Ryman Tea Rooms

ELEMENTS

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MEGA-Thermal



Rain Drops



Sweep



Burrow



Fragments



Stormy Shadows



Curiosity Archway



Tumbler



Sky Spots



Shroud



Umbrella Dancers

Also:

Biggest Little Circus

Mahia Atu Gobos

Main Stage

Face Painting

Spirit of the River

Gather and Sing

MYTHICAL FOREST

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Curiosity Archway



Tree Talk



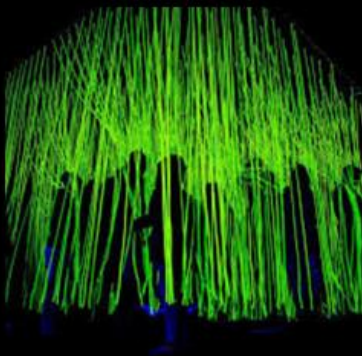
Disco



Troll Bridge



El Jaguar



UV Spaghetti



Fairy Village

Also: Unicorns, Disco Man, LED Wings

BUGTOPIA

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Bees and Banjos



**Rata and the Tree
Projection**



Incy Wincy Spider



Winston the Weta



Butterfly Catcher

Also:

Glow Bugs

Strobe Garden

Live Music in Church

Queen B Dancers

WHAT TO WEAR

Please wear what you will be comfortable in including comfortable shoes. You could be on your feet for up to 2 hours at a time. October can have a mix of weather so please dress accordingly and bring a warm jacket just in case. Gear left in the green room will be monitored and only other volunteers and performers have access the green rooms so rest assured that your gear will be left in a safe place.

CAR PARKING

We have sourced enough nearby car parking to accommodate all of our volunteers, event staff, suppliers and performers. Queensgate has kindly offered the use of their car park for our volunteers. We will have use of 40 car parks and they recommend that you park in the western end by Queens Drive as this will be the shortest walk to the event site. If you are worried about walking back to your vehicle after the event please advise your green room manager and we will arrange a member of event staff or security to walk you back to your car.

SIGN-IN AND VOLUNTEER BRIEFING

We request that you arrive between 6pm – 6.30pm and check in with the green room manager before the volunteer briefing at 6.30pm. The check in location will be our green room located in Hutt City Council Admin Building at 30 Laings Road. Please use the large wooden doors to the right of the Town Clock tower.

Upon checking in you will receive your high-vis to wear for the night, your supper for the evening in which you may choose to eat then, take with you to where you will be located or leave in the green room to have later. You will also be assigned to a precinct manager upon checking in, it is with the precinct manager that you will go with and be assigned a position for the evening following the volunteer briefing.

DURING THE EVENT

You will need to be in your assigned position at 7pm when the event starts. Your precinct manager will do the best to coordinate a break with each of you. During your break you may experience the event for yourself or head back to the green room where refreshments will be available. The event finishes at 11pm, please report to your precinct manager before you leave and return your high vis vest to the green room.

HEALTH AND SAFETY

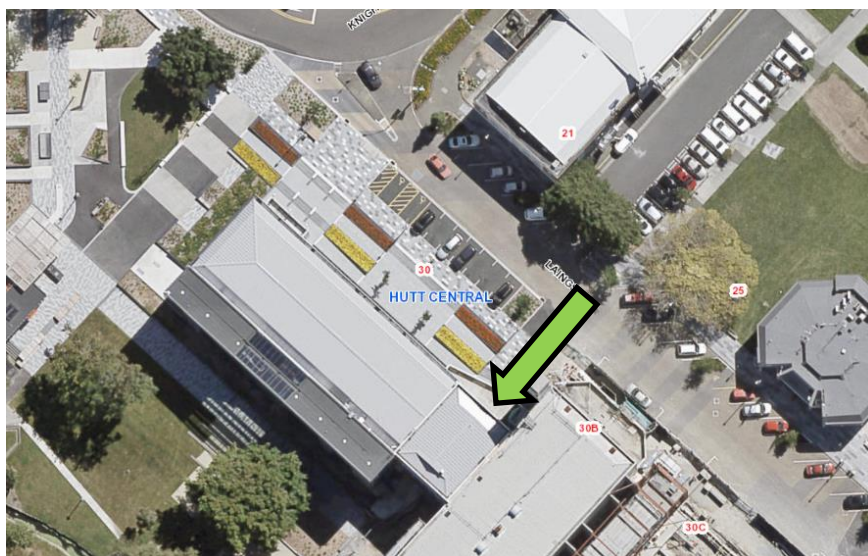
Please have a read through of the health and safety plan that will be sent to you in the days leading up to the event or alternatively you will find a copy of this in the green room on the night. The important factors will also be covered in the volunteer briefing.

All of our event staff will be in orange high vis vests so if you see any potential hazards please report it to an event staff in an orange vest. Location of toilets and emergency procedures will all be covered off in the volunteer briefing at the start of the night.

This is a light carnival and a large amount of power is required around the site so please be diligent around any electrical equipment and if you see anything that doesn't seem quite right don't try and fix it, isolate the area ensuring nobody goes near it and report it your zone manager straight away. Please also be aware of any trip hazards as there will be cords being run all over the site to get power to where it needs to be. If you notice any exposed cords or similar that could potentially pose a risk please report it to your zone manager so we resolve it. You are our eyes and ears out there so please let us know of any potential hazards.

SUMMARY – WHERE TO BE WHEN

6pm – arrive onsite and head to green room 1 located in the Hutt City Council main Admin building at 30 Laings Road via the entrance highlighted below:



Check in with your green room manager and get ready for the briefing and to start your role immediately after:

6.30pm – Briefing for all volunteers in green room

6.40pm – Go with precinct manager and be allocated a position and briefed on what you will be doing

7pm – Event begins with Biggest Little Circus on ANZAC lawn

8pm – All lights switched on, scheduled performances begin

11pm – event finishes – report to precinct manager and return high vis vest to green room