

Set Up Teams

Role Description | Keswick Convention 2026

It is an exciting time to be part of convention during Set Up Week. We need volunteers not just to run the whole event but also to help us prepare the site and get everything set up. All these roles will require a level of fitness and energy. The key areas are:

- Tech support Team
- Venue support Team
- Site Support Team
- Catering (Hospitality) Support Team
- Reception Support Team

Tech Support Team

Team Size: 6

This volunteer team will be working alongside the tech suppliers and the Tech Lead, to ensure all venues are prepped for the programme.

Venue Support Team

Team Size: 15

This team will be working with the KM Event Team to prepare all the main venues for the programme activities.

Specific Tasks Include:

- Setting out chairs across site (Main Tent, Packing Halls, and Pencil Factory)
- Ensuring signage is clear in all venues
- Cleaning
- Other tasks as required

Arrival:

From Wednesday 8th July 2026

Site Support Team

This team will be working alongside the Keswick Ministries Site team to get the site prepared for the convention.

Specific Tasks Include:

- Installing banners and flags
- Installing lighting
- Setting out barriers, picnic tables, outdoor games
- Preparing the Base Camp Tent for exhibitor arrival

Arrival:

Monday 6th July 2026

Team Size: 8

Catering Support Team

This team will be responsible for working alongside our Hospitality Lead as she prepares for the three weeks.

Specific Tasks Include:

- Setting up team rooms
- Preparing the pantry

Arrival:

Morning of Thursday 16th July 2026

Team Size: 2

Reception Support Team

Specific Tasks Include:

- Setting up Reception area
- Admin - photocopying, creating signage, laminating, printing
- Assisting other teams with admin
- Other admin tasks as required

Arrival:

Monday 6th July 2026

Team Size: 4