

# Session Essentials

## Booking a session/logistics

- **Booking Confirmation:** Bookings must be confirmed at least 2 weeks in advance of the sessions.
- **Attendee Information:** Please send the names of everyone attending, a main point of contact, and notify us of any special requirements when booking.
- **Cancellation Policy:** If plans change, please inform us of any cancellations as soon as possible.
- **Session Details:** Sessions start promptly at 9:30 am. If you anticipate running late, please call a member of our team at 0191 447 6226.
- **Parking:** Limited car parking spaces are available on-site. We recommend traveling in groups to ensure adequate space for volunteers and vehicles.

## Health and Safety

- **Health and Safety:** There will be a health and safety briefing on the day and further information is available in the warehouse.
- **Physical Role:** This is a physical role, and you must take care when lifting food packages - our staff will be available throughout your shift if you need help.
- **Medical Conditions:** If you or a member of your team has any medical conditions please let us know in advance, as we will make adjustments to ensure you can be part of the day.
- **Accessibility:** We welcome people with disabilities. The site is accessible and we can make adjustments to the tasks available to ensure everyone has a rewarding volunteer session.

## Clothes and equipment

- **Attire:** Wear casual clothes suitable for manual work. Layering is recommended as the warehouse temperature may vary.
- **Safety Gear:** Hi-vis vests and safety boots will be provided upon arrival. Remember to wear or bring socks.
- **Personal Items:** Lockers are available to keep personal items secure during your session.

## Photos/Social Media

- We encourage you to capture memorable moments during your volunteering experience! Please feel free to take pictures and share them on social media. Have fun with it and be sure to tag us [@FareShareNorthEast](#). Your photos help raise awareness and inspire others to join our cause. Thank you for sharing your journey with us!

## Get in touch

With the development team:

☎ [0191 720 2927 ext 203](tel:01917202927)

✉ [contact@fareshare-northeast.org.uk](mailto:contact@fareshare-northeast.org.uk)

Registered Charity Number: 1189901

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