

Gazebo Guides

Sign in in C Hall.

Your role

You will be based at a gazebo or a flag, letting tour guides know which accommodation is free for them to visit. You will need to set up your gazebo or flag at the location you've been allocated to.

You will be liaising with the Accommodation Reps in the flats to see when a flat is free for visitors to go into and sending tour groups to free flats.

Gazebo/flag locations

Gazebos

1) Outside Nelson Court

If you are based at this gazebo, you are managing the following accommodation:

- Britten, Paston, Colman, Victory
- Nelson Court, Constable Terrace (there will be another guide at Constable Terrace at the flag to help tour guides. You will need to call this guide to let them know about any tour groups going their way)

1) In between Hickling and Barton

If you are based at this gazebo, you are managing Hickling and Barton

2) Outside Student Support Services and Unio

If you are based at this gazebo, you are managing Suffolk and Norfolk Terrace

Flags

3) In the village between Courtyard A/B

If you are based at this gazebo, you are managing Village flats

4) Outside Constable Terrace

If you are based at this flag, you will be managing Constable Terrace flats. You will be liaising with the guides at the Nelson Court gazebo; they will tell you if there are any tour groups coming your way.

Setting up gazebos

- First of all...be careful of your fingers, legs and feet; the gazebos are heavy and cumbersome!
- The gazebo bag is also very heavy and a bit of a pain to push so we would recommend that two of you carry the gazebo by the handles on the bag.
- Take gazebo out of bag and open out the frame slightly – to open out the frame, each person needs to take a corner and pull the frame out towards them (walk it out)
- Gazebo cover should be attached. If not...attach the gazebo cover to the frame. There are 2 velcro strips on each corner of the gazebo frame and 2 velcro strips on the inside of the cover in each corner. The corners on the cover are where the lines of stitching are. Hook white rope ties in the middles of the cover over the middle circle of the frame
- Pull gazebo frame out from each corner until the top pegs snap into the holes on the frame.
- The pegs at the bottom of each leg of the frame need to be pulled out so that the gazebo frame increases in height. Snap the pegs into the holes when the gazebo is at a sensible height.
- Fill the white feet with water and place around each leg. You can fill these up in the toilets in the nearest building to you.
- To pack down, reverse the steps but **leave the gazebo cover on the frame**. (Empty the water out of the feet).

Pack down

Pack down your gazebo at 12pm.

Return the gazebos and flags to Congregation Hall.