



**Friends of
Woking Palace**

28th June, 2014.

We need your help please

As you know this is a very busy time of the year for FWP. We are organising our normal July and September Open Weekends, the Refreshments Rota and some of the logistics during the three weeks of excavations in September and then our Special Open Day at the end of the excavations on Sunday 28th September.

We depend completely on FWP volunteers in order to hold our Open Days and other events each year. Therefore will you please try and help us with anything on the following list. As you will see there are many different ways that you can help.

1. Open Weekend 12th and 13th July - Celebrating the Festival of Archaeology

In addition to extensive archaeology displays about the excavations carried out at Woking Palace during the last 5 years one of our Friends, Paul Messett, is coming again this year with his Tudor Longbow displays. We need volunteers to help with:-

- Erecting tents and putting benches in place and where possible setting up displays on Friday 11th July - probably 3 or 4pm but time to be agreed.

This year we need more help than usual because all of our equipment that is normally kept inside the Barrel Vault has gone into temporary storage so that the conservation work on site could begin. We therefore have to arrange for our tents, tables and display materials to be transported back to Woking Palace for the weekend and then probably to go back into temporary storage again for a few more weeks.

- Finish setting up site (putting out name plaques, banners and signs, setting up displays etc) on Saturday morning 12th July approx 10am to 11am
- Meeting and greeting visitors as they arrive
- Acting as stewards and/or guides
- Selling guides and other publications
- Manning Pavilion and other displays
- Taking down and packing everything away at the end of Sunday afternoon

2. Open Weekend 6th and 7th September - Celebrating Heritage Open Days

During this weekend we have by popular demand invited Raphael Falconry to come along again with their Tudor Falconry displays. This is usually our busiest weekend of the year and we therefore need even more volunteers for this event.

- Volunteers needed as for the July weekend but on Friday 5th, Saturday 6th and Sunday 7th September

3. Refreshments Rota during excavations

Helping with the refreshments provides opportunities to be on site and keep up-to-date with the latest discoveries as they happen. If you have helped with this during that last 5 years you will know that it is also good fun - even in the rain!! The excavations this year run from Wednesday 10th until Friday 26th September (excluding Mondays and Tuesdays) and we need volunteers for morning, lunchtime and afternoon sessions each day to make teas and coffees and to do the washing up. Can you help for one session, a whole day or maybe even several days? Please let me know your preferred dates for helping and I will then let you have further information about the rota.

4. Special Open Day on Sunday 28th September

This is the only time that most people have the opportunity to see the trenches before they are filled in again and it is therefore usually a very busy day. Last year we had about 450 visitors so we do need a lot of volunteers to help with setting up (probably on the day before), then on the day to meet and greet visitors, act as stewards and guides, manning displays and selling guides and other publications. Then finally packing up the site at the end of the day.

We do really need your help - whether for a whole weekend, one day, half a day or even for a couple of hours. From the above you can see that there are a variety of ways that you can help. Don't worry if you haven't volunteered before, you will soon pick it up and we will do everything we can to help you. We are always limited with the activities we can provide for visitors during our Open Days by how many volunteers we have. We can't guarantee the weather, but it is very interesting and great fun and as Friends you can help us to ensure that we continue to protect and promote our local heritage. At the moment there are only 7 of us who have volunteered to help for all or part of the July Open Days so we really do need more help.

So will you help us please? If you can will you please let me know as soon as possible by:

email jeanfollett@btinternet.com
or
telephone 01483 768685

Very many thanks

Jean Follett