

Dear Volunteer,

Below is your volunteer steward application form for Stortford Music Festival 2007.

If this is your first time then welcome to what is going to be a fantastic experience and a brilliant festival. If you came in previous years, we hope you will be able to join us again, as your past experience will be invaluable.

In return for stewarding duty, we will give you a Weekend Festival Ticket and meal and drinks voucher/s.

Once completed, please return your form to the address at the top of the form, together with a cheque payable to Stortford Music Festival for £15 to cover the cost of a weekend ticket. This will be refunded to you, on completion of your stewarding hours.

We will acknowledge the receipt of your application as soon as possible after receiving it. You will then be contacted again nearer to the festival with more relevant and up to date information.

If you have any questions regarding the application form then please contact Annie Compton on info@stortfordmusicfestival.org.uk

Roles and Responsibilities of a steward

Stewarding will be required at the entrance/exit, at information points, car parks, the box office and the bar tent.

All stewards will be asked to work approx. 5 hours over the weekend. Shifts will be in 2 ½ hour blocks and can start from 8.30 a.m. and continue until 10.30 p.m.

At the beginning of your shift you will be given a short briefing to familiarise you with safety procedures and location of different areas.

Whilst on duty, you will be supplied with a hi-visibility vest, an SMF baseball cap and/or rain poncho (depending on the weather). There will also be bottled water and sunscreen available for stewards.

In the event of an emergency, stewards will be asked to act in a calm and professional manner and be guided by the official personnel (Fire, Police, Security staff) to ensure the safety of customers, staff, workers and artistes alike.