

Peter & Rosie Mitchell  
 Whistler's End  
 Bishops Tawton  
 BARNSTAPLE  
 EX32 0AR

# BIDEFORD FOLK FESTIVAL

## VOLUNTEER STEWARD APPLICATION


Please sign this form and send it with any evidence / photocopies etc to the address above  
 If you want to ask any questions please call **01271 375276** or email: [all@whistlersend.plus.com](mailto:all@whistlersend.plus.com)

PLEASE	USE BLOCK CAPITALS AND BLACK INK	If you want to be partnered with someone please put their name below
NAME		PARTNER
ADDRESS		TELEPHONE
POST TOWN		MOBILE
POSTCODE		EMAIL

PLEASE MARK WITH AN **X** THE DAYS YOU REQUIRE  
 A CAMPING PASS

<b>MON</b> 10		<b>TUE</b> 11		<b>WED</b> 12		<b>THU</b> 13		<b>FRI</b> 14		<b>SAT</b> 15		<b>SUN</b> 16

PLEASE MARK THE DAYS YOU CAN WORK WITH AN **X** IN THE BOXES: (this includes the set up and breakdown days in grey)

<b>FRI</b> 7		<b>SAT</b> 8		<b>SUN</b> 9		<b>MON</b> 10		<b>TUE</b> 11		<b>WED</b> 12		<b>THU</b> 13		<b>FRI</b> 14		<b>SAT</b> 15		<b>SUN</b> 16		<b>MON</b> 17		<b>TUE</b> 18	

PLEASE MARK IN THE BOX IF YOU HAVE ANY OF THE FOLLOWING AND THEY ARE CURRENT (and attach a photocopy with this application)

	FIRST AID		PSV / PCV MINIBUS		CRB CHILDREN		PAT TESTING		NIC / IEE		H & S NEEBOSH		OTHER
PHOTOCOPY ON FILE <b>X</b>													

PLEASE INDICATE YOUR PREFERRED ROLE IN ORDER OF PREFERENCE 1 / 2 / 3 ETC

EVENTS TEAM - Event stewards, car parking, venue supervision, door ticket sales etc	
ADMINISTRATION - Festival office, public liaison, artist and media liaison, ticket sales, record keeping, communication etc	
SUPPORT TEAM - Setting up and breaking down venues and the campsite, signage, problem solving, etc	
TECHNICAL - P.A., lighting, wiring, PAT testing, venue safety, marquee erection etc	
SPECIALIST - Minibus driving, bar work, first aider at concerts etc	
BEFORE THE EVENT – if you can put up posters, distribute leaflets etc please put <b>X</b> in the box	

PLEASE GIVE ANY ADDITIONAL INFORMATION THAT YOU THINK IS RELEVANT (including any special needs you may have)

I have read and accept the terms & conditions for Stewarding and I agree to follow Bideford Folk Festival guidance and instruction to fulfil this role

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_


# Bideford Folk Festival

## Stewards Application Form

### Introduction

Thank you for your interest in volunteering as a Steward at this year's Bideford Folk Festival. Without the time and unstinting efforts of volunteers like yourselves the Festival simply would not happen, so thank you again. Stewards will be given a pass that gives access to all Festival events plus free camping at the Festival's own campsite. In return, Stewards will be asked to undertake approximately 3-4 hours of duties per day. Wherever possible Stewards will be allocated tasks in line with their stated preferences and events, but this cannot be guaranteed and some flexibility on the part of individual Stewards will be greatly appreciated.

**NEW FOR 2009 - Hostel** style student accommodation from **£10** per person per night – this is boarding pupils rooms at Kingsley School (formerly Edgehill – our theatre venue) and is arranged directly with them. Call or email Rosie and Pete (address over) for a booking form and more information

### What's involved?

Stewards act as the friendly and helpful face of the Bideford Folk Festival. Their most common role is to meet and greet, provide information and be ready to answer queries from the public. They don't need to know all the answers, just point people in the right direction. Stewards are not surrogate 'bouncers'. They are not responsible for controlling unacceptable behaviour or crowd control. There may be some Festival requirements regarding flash photography, recording or alcohol in certain venues but a bit of tact and diplomacy usually goes a long way. Previous Bideford Folk Festivals have not had any problems of that sort, and this year should be no different. All Stewards will receive a pass, identifying sash, and a Steward's handbook. This will give details of individual venues, contact numbers and clear guidance on the roles and responsibilities of a Steward. All Stewards will also be required to attend a short orientation and training event before they start their duties.

Stewards will be divided into teams responsible for:

- a) Events at a venue or set of venues
- b) Festival office and administration
- c) General support, including setting up and breaking down venues and the campsite
- d) Technical support
- e) Specialist roles, minibus driving, bar work, first aid etc

All Stewards will be introduced to their team leader on arrival and will be given a programme of their expected duties

### Terms and Conditions

1. Under current legislation, it is not possible to reward Stewards in payment or in kind, for any of their allotted tasks. Any provision of free access to camping and Festival events is to enable Stewards to carry out their tasks more easily and should not be interpreted as payment. Similarly, Bideford Folk Festival Ltd understand that any agreement to undertake duties or tasks are voluntarily entered into, therefore, this document does not seek to represent any form of contract of employment nor should it be interpreted as such.
2. All Stewards must be over 18 yrs of age by 10/08/09
3. When working Stewards must be in a fit state to carry out their duties - not be under the influence of drink or drugs
4. As a Steward your priority is to help the Bideford Folk Festival run smoothly. If you have a preference regarding your allocated team we will do our best to accommodate you but cannot give any guarantee to do so. Stewards may well be asked to undertake more than one specific role.
5. Please understand that duties may require standing for prolonged periods, interaction with the public and some lifting and handling tasks. If you have any concerns about your ability to safely undertake these please discuss the matter with your GP before applying.
6. All Stewards must undertake a short training session and must use the instructions and advice given during the training and in the Steward's handbook to ensure their own safety and that of all members of the public.

Thank you for applying, we hope you will have an enjoyable time, without you none of this is possible!