

THE GATE TO SOUTHWELL FOLK FESTIVAL

8 – 10 JUNE 2007

Thank you for your interest in stewarding at The Gate To Southwell Folk Festival. We anticipate needing up to 80 volunteer stewards to manage the event, not only during the event itself but also before and afterwards. You will need to be reliable, confident and enjoy working with others. As a volunteer steward you will be involved in a variety of activities including site set-up and break-down, ticket checking, artist liaison, campsite, traffic control, venue management and litter picking. Above all you will be an ambassador for the Festival and a source of information for our visitors. We ask you to take pride in your duties and meet the commitment of your shifts. If you are placed on a rota then we expect you to work it. Be a good team member and enjoy the atmosphere.

I look forward to hearing from you!

John Holder,
The Gate To Southwell Folk Festival
PO Box 9149, Newark, Notts. NG24 9DZ e-mail: info@southwellfolkfestival.org.uk

Please read the following terms and conditions before filling in your application and keep this copy for your records

Terms and Conditions

All volunteers will receive a stewards' pass which admits to the main site – space permitting. You will also receive a free souvenir programme and free camping.

You must be at least 18 years of age on 8th June 2007.

You must be willing to work up to 4 hours per day – unless you choose jobs with extra responsibilities. Please see application form.

Duties may fall at anytime of the day or evening but not after 1am.

Duties are allocated to your preferences where possible but no guarantees can be made. Priority will be given to those who can work for 3 or 4 days.

All volunteer stewards will work as part of a team briefed by a team leader at the beginning of the day. Once we have completed teams, applications are put into a reserve team. This type of stewarding can be varied and requires you to "check in" several times a day for duty allocation.

Drinking alcohol and smoking whilst on duty is not permitted at anytime. Whilst on duty you should be free from the influences of alcohol.

Your priority as a volunteer steward is to help us run the Festival. If your duties clash with events you would like to see then this should be negotiated within your own team. It may not be possible to change rotas to suit all requests.

By mid/end May we will tell you which team you will belong to, who your team leader is together with an outline of responsibilities.

Due to insurance and health and safety considerations we are unable to accept anyone who wishes to keep their children with them whilst working.

Please complete the attached form and send to the address above.

THE GATE TO SOUTHWELL FOLK FESTIVAL

8 – 10 JUNE 2007

Volunteer Steward's Application Form

Please complete a separate form for each person. Additional forms are available from the web-site. Please use **BLACK INK** and **PRINT CLEARLY**.

Name		Age Group (please circle) 18-25 26-35 36-45 46-55 50+ Names of anyone you would like to work with All of the time? Yes/No Most of the time? Yes/No
Address		
Town/City		
County		
Postcode		
Telephone/Home		
Telephone/Work		
Mobile		
E-mail		

Will you be camping at the Festival? Yes/No

If you live in the Southwell area would you consider providing accommodation for artists instead of stewarding? Yes/No NA

Availability

Please tick boxes to indicate when you will be available for duty.

Thu	Fri	Sat	Sun	Mon
7th	8th	9th	10th	11th
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On your first day of availability what is the earliest time you can start your duties?
 On your last day of availability what is the latest time you can finish your duties?
 Is there any task you are particularly keen NOT to do?

NB: we prioritise applications from volunteers who are flexible about their duty hours.

Please tick at least one option:

1. Volunteer steward – willing to work up to 4 hours/day.
2. Team leader – willing to work more than 4 hours/day.
3. Set up or Clear up – willing to work more than 4 hours/day