



# SHREWSBURY FOLK FESTIVAL

27-28-29-30 August 2021



**IMPORTANT! Please read the following Information and Terms & Conditions. Kindly note that working conditions may change at short notice to suit Government regulations.**

## Application Process

- We may require about 500 stewards. We have 850+ people on the steward's database.
- Stewards who were selected for 2020 will be allocated to a similar role this year - wherever possible
- If you wish to work with friends or partners, please mention this on your application form. Family members/partners will be allocated to the same team to reduce circulation.
- We will acknowledge receipt of your application by email within two weeks of receiving your form, please check your Junk File.
- You are applying to be a festival volunteer. By May 2021, your team position will be confirmed, and it will reflect your previous festival experience and your interest in particular work.
- In early summer (if your application is accepted) your team leader will be in touch to arrange your hours and duties.
- **Returning Stewards** - please complete this application form as soon as possible. It's an unusual year and we need to know your availability early on.
- Please include a photo, as much as we love to see you we do not keep your photos from year to year.
- If you are not selected you will be eligible to buy a weekend ticket at the Tier 1 price, provided your application, accompanied by a photo, is received by MARCH 31. Please DO NOT BUY a ticket until you've heard from us, as refunds are not available.

## Terms and Conditions

- You must be at least 18 years old on your first day of availability.
- Any Government Covid regulations in place must be adhered to by everyone.
- Your priority as a steward is to help us run Shrewsbury Folk Festival. We ask that you take pride in your stewarding duties and meet the commitment of your shifts. If you are placed on a rota then we expect you to work the hours allocated to you. All rotas will be allocated fairly. Anyone who fails to honour their stewarding commitments without a valid reason will have their pass revoked and any future applications will be turned down.
- All stewards will be part of a team, with responsibility for a specific aspect of Shrewsbury Folk Festival.
- All stewards are required to act in a calm and professional manner and be vigilant, courteous, sober and health and safety conscious. Drinking alcohol and smoking whilst on duty is not permitted at any time.
- Team Leaders will brief you regarding your responsibilities and the Covid arrangements for your area of work. They will fully support you in your role.
- You must return your SFF tabard to your team leader after each shift, so the next person can use it. Do not take them home!
- Dogs are welcome on site, BUT importantly, must be looked after by someone else while you are on duty.

## Hours and Duties

- Stewards are required to work approximately 16 hours during the four-day festival weekend; 32 hours if working non-festival days.
- Priority will be given to people who are flexible about what hours and days they can work. Once you have checked in for duty, we expect you to be available for all the days and rotas you have agreed to work.
- From time to time there is a need for people who would like to spend more time at the heart of the festival and become deputies or team leaders. Please be sure to tick the appropriate boxes on page 2 and mention it in more detail at the bottom of page 3, if this is something that interests you. We would like to recruit deputy team leaders for 2021.
- If you are anxious to see a specific artist, please tell your team leader, he/she will try and arrange your rota accordingly. You may wish to change shifts when the full programme is published but we ask that you deal with this within your own team.
- The Task Force Team can include a variety of stewarding duties and you will be required to 'check in' at the steward's desk each day for work allocation. Duties are not sent out in advance for this team.
- There are **NO** light duties available, kindly do not ask. If you apply to steward, we assume you are fit enough to be able to stand for at least 2 hours on shift, be capable of bending, lifting, carrying; the festival site is extensive so expect plenty of walking too.
- In 2021 we require you to help us in new and flexible ways, please bear with us as we respond to Government guidelines.

## Steward's Tickets, Children's Tickets, Arrival, Departure, Camping, Car Parking etc

- Stewards receive a full weekend pass (bring a lanyard); free souvenir programme to carry and refer to when asked; free camping.
- Tickets with or without Camping are **NOT FREE** for other members of your party, and they will **NOT** be given access to the site until 07:00 Friday 27 August.
- **Children in your care** and **DOGS** must be looked after by someone else while you are on duty.
- Discounted weekend and camping tickets for 5-17yrs are available **for your own children**, with payment to be made by BACS, SFF bank details will be supplied on request (cheques not accepted).
- **Under 18s** are not permitted onsite during set up and clear up days but they can arrive from 12:00 on Thursday 26 August.
- **Stewards have a designated camping area on campsite 1 near to Gate 1**, so please consider camping here. Kindly do not save large areas for friends as this causes concern for festival goers arriving early Friday morning.
- **Stewards will be able to access the site at GATE 2 from 12:00-20:00 on Thursday 26 August** unless you are allocated to a team where early arrival is required. If you are placed in any of these teams your arrival time and day will be agreed, in advance, with your team leaders. **Do not arrive early unless you have been given permission to do so.** The campsite closes on Tues 1<sup>st</sup> September at 12:00. Stewards who are not helping to clear up should also vacate the site by this time.
- **Free car parking** is available for stewards who are not camping.

|  |   |   |   |
|--|---|---|---|
|  | <p>www.shrewsburyfolkfestival.co.uk<br/>         Shrewsbury Folk Festival<br/>         PO Box 106, Worthen<br/>         Shrewsbury, SY5 9XG<br/>         Tele: 01743 892800<br/> <a href="mailto:joy@shrewsburyfolkfestival.co.uk">joy@shrewsburyfolkfestival.co.uk</a><br/> <b>27-28-29-30 AUGUST 2021</b></p> | <p><b>1<sup>st</sup> Person's PHOTO</b></p> <p><small>Please attach a recent photo. We may need to locate you urgently and not everyone will know what you look like. We do not keep photos for more than one year</small></p> <p style="text-align: right;"><small>Thank you</small></p> | <p><b>2<sup>nd</sup> Person's PHOTO</b></p> <p><small>Please attach a recent photo. We may need to locate you urgently and not everyone will know what you look like. We do not keep photos for more than one year</small></p> <p style="text-align: right;"><small>Thank you</small></p> |
|--|---|---|---|

Please read the attached information and general Terms and Conditions before completing and signing this form

This form can be used for up to **two** applicants who live at the **same address** and will work together

Please use **BLACK INK** and **PRINT** clearly.

Date received (for office use) .....

|   |         |   |  |  |
|---|---------|---|--|--|
| First name  | Surname | Over 18yrs old on the first day of availability ✓ | <b>Email address - please print <u>very clearly</u></b><br><small>If we can't read your email address, then we can't get in touch!</small> |  |
|   |         |   |  |  |
|   |         |   |  |  |
| Address   |         |   |  |  |
| Town/City   |         | tel. day  |  |  |
| County  |         | tel. eve  |  |  |
| Post Code   |         | mobile/s  |  |  |
| <b><u>For this year family/group members can only work on the same team</u></b> |         |   |  |  |

- Are you staying on site? **Yes / No.** If yes, will you camp in the Stewards area (which is preferred)? **Yes / No**  
*(Wherever you camp, kindly tuck in neatly and don't reserve more space than you need. Thanks)*
- Will you bring a dog/dogs? **Yes / No** NOTE: *Dogs must be looked after by someone else while you are on duty*
- Will you bring any children aged 0-4 yrs? **Yes / No** If yes, how many \_\_\_ (weekend tickets are free including camping)
- Will you bring any children aged 5-10 yrs? **Yes / No** If yes, how many \_\_\_ (weekend tickets are £30 each including free camping)

**The discount for weekend tickets only applies to your own children.** Festival Office will supply you with details to pay by bank transfer, cheques are not accepted. Your children (even if they participate in the events you are stewarding) must be looked after by someone else while you are on duty.

PLEASE NOTE: if you have already paid for 2020 children's tickets, they can be used in 2021

**Availability** - we prioritise applications from people who are very flexible about the hours/days they can work. If you would like to work before and after the festival, you will be required to work approximately 32hrs spread over at least 4½ days including the Thursday before and the Tuesday after.

**Please tick dates to indicate when you are available for duty**

If you plan to work at the festival during August 27-30 **all four dates MUST be ticked and worked.**

|     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  | 1   | 2   |
|     |     |     |     |     |     |     |     |     |     |     |     |

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? .....

Please tick at least one of the following options below for our consideration:

- **Volunteer steward** willing to work 16 hours spread over four festival days. I understand that my duties might fall at any time of the day or night but not after 01:00
- **Team Leader** willing to work more than 16 hours (potential vacancy)
- **Deputy Team Leader** willing to work more than 16 hours (current vacancies now, please ask for information)
- **Set up/clear up, campsite or office steward** willing to work about 32 hrs (at least 4½ days **not festival days**)

In 2021, we really need your support by being extra flexible and open-minded about whereabouts you work on the festival site. There will be no covered venues to manage.

We will not allocate you to a team just yet but instead will wait to fully understand open air event regulations. Of course, we will allocate you to a team where your skills and experience can best be utilised

We promise that we will tell you which team you are on by May, and who your team leader will be.

Partners, husbands & wives, family members will be bubbled put into the same team.

Please help us by answering the following questions, your answers will help us identify where to place you.

Are you a First Aider? **Yes / No** If yes, kindly attach a copy of your certificate.

Do you have a current DBS (Disclosure & Barring Service) not over 2 years old? **Yes / No**

Please enter the DBS number here ..... date of issue here .....

Have you stewarded at Shrewsbury before? **Yes / No**

If yes when?      2018       2019       2020 accepted

What team did you last work in? .....

Would you like to do this type of work in 2021? **Yes / No**

When allocating you to a team we consider your work preferences, so please list your first and second choice (we cannot guarantee any places but will do what we can):

1. ....
2. ....

Any other comments? .....

**NOTE:** We do not expect to receive applications from volunteers who have health issues that might be compromised by being among large crowds, or by wearing masks for long periods. Please look after yourself, stay safe and stay at home to watch the SFF online in 2021.

**Declaration: By signing this you agree to the following:**

- Accepting the Terms and Conditions of SFF voluntary work.
- That you are available and expect to be fit enough to work on the dates indicated.
- That you realise you may be allocated to a different team than usual.
- You understand that there are NO light duties and may be required to walk/stand for the period of your shift and/or lift/carry objects as required.
- **Submit this form by email only to [joy@shrewsburyfolkfestival.co.uk](mailto:joy@shrewsburyfolkfestival.co.uk)**

|                        |                        |      |
|------------------------|------------------------|------|
| 1st person's signature | 2nd person's signature | Date |
|------------------------|------------------------|------|