



SHREWSBURY FOLK FESTIVAL

24-25-26-27 August 2018



Please read the following Information and Terms and Conditions (even if you are a returning steward) before completing the application form.

This page is for you to keep.

Application Process

- Recent experience suggests that we will receive many more applications than we can accommodate. We require about 500 stewards. We have 850+ people already on the steward's database and that number is increasing.
- Applications are dealt with on a first come first served basis so it is very important that you return your form ASAP, preferably in JAN/FEB. 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.**
- If you wish to work with friends or partners, please mention this on your application form.
- We will acknowledge receipt of your application by email within two weeks of receiving your form, please check your Junk File.
- 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 and RETURN it before MARCH 31st (EVEN IF WE KNOW YOU VERY WELL!). After this date remaining places will be made available to new applicants.
- Please include a photo, as much as we love to see your faces we do not keep your photo from year to year.

Terms and Conditions

- You must be at least 18 years old on your first day of availability.
- 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 as fairly as possible. 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 fully support you in your role as a volunteer steward.

Hours and Duties

- Stewards are required to work approximately 16 hours during the four-day festival weekend; or 32 hours if work days are 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.
- We also need a few people who would like to spend more time at the heart of the festival and become deputies or team leaders. There are a limited number of places so be sure to tick the appropriate boxes on page 2 and mention it in more detail at the bottom of page 3. If you have previously indicated willingness to take on more responsibility but haven't been lucky please try again vacancies occur at odd times.
- Duties are allocated to preferred areas where possible. If you are anxious to see a specific artist, please tell us and we will try and arrange your rota accordingly. We try our best to meet all requests but no guarantees can be made. You may wish to change shifts when the 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 office each day for duty allocation. Duties are not sent out in advance for this team.
- There are NO light duties available. You must be fit enough to stand for at least 2 hours on shift, be capable of lifting, carrying and bending; the festival site is extensive so expect plenty of walking. Some work can be very physical.

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

- Stewards receive a full weekend pass, a free souvenir programme and 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 24 August.
- **Children in your care** (even if they participate in the events you are stewarding) 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.
- **Under 18s** are not permitted onsite during set up and clear up days but they can arrive from 12:00 on Thursday 23 August.
- **Stewards have a designated camping area on campsite 1 near gate 1.** This makes life easy if you need to be found but if you wish to camp elsewhere that's fine too.
- **Stewards will be able to access the site at GATE 2 from 12:00-20:00 on Thursday 23 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 Tuesday 28 August 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.



www.shrewsburyfolkfestival.co.uk
 Shrewsbury Folk Festival
 PO Box 106, Worthen
 Shrewsbury, SY5 9XG
 Tele: 01743 829800
joy@shrewsburyfolkfestival.co.uk

24-25-26-27 AUGUST 2018

1st person's PHOTO

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

Thank you

2nd person's PHOTO

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

Thank you

IMPORTANT: Please read the attached Information and Terms and Conditions before completing this form. This form can be used for up to **two** applicants who live at the **same address who wish to 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 ✓	Email address - please print very clearly - confirmation will be emailed to you within two weeks of receiving your application.	
Address				
Town/City		tel. day		
County		tel. eve		
Post Code		mobile/s		
Names of anyone you would like to work with			Names of anyone you are unable to work with	

Will you camp at the festival? **Yes/No**

Will you bring any children aged 0-4 yrs with you? **Yes/No** If yes, how many ___ (weekend tickets are free including free camping)

Will you bring any children aged 5-10 yrs with you? **Yes/No** If yes, how many ___ (weekend tickets cost **£25** each* including free camping)

Will you bring any youths aged 11-17 yrs with you? **Yes/No** If yes, how many ___ (weekend tickets cost **£45** each* plus **£5** each for camping)

*Please ask the Festival Office for details of how to pay by BACS

Please remember: discount for weekend tickets applies to your own children and no one else's.

Children in your care (even if they participate in the events you are stewarding) must be looked after by someone else while you are on duty.

Availability

Please tick dates to indicate when you are available for duty. **If you plan to be at the festival during August 24 to 27 those dates MUST be ticked regardless of teams chosen.** If you would like to work before and/or after the festival, you will be required to work approximately 32hrs spread over at least 4½ full days.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
19	20	21	22	23	24	25	26	27	28	29	30

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.....

We will prioritise applications from people who are most flexible about the hours/days they can work.

Please tick at least one option. Your preferences will be taken into account where possible.

- **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
- **Deputy Team Leader** willing to work more than 16 hours
- **Set up/clear up, campsite or office steward** willing to work about 32 hrs (at least 4½ full days) - **not festival days**

Have you stewarded at Shrewsbury before? **Yes or No** If yes when? 2015 2016 2017 Please tick all years that apply
 What team were you last in? Would you like to be in this team again if at all possible? **Yes or No**
 What would you **least** like to do? **PLEASE NOTE: there are very few light duties, and by signing this form you acknowledge that you are able to walk/stand for the period of your shift and/or lift/carry objects**

↓ In the left-hand column please **number five teams** in order of preference e.g. 1st, 2nd, 3rd, 4th, 5th

No.	Team	Experienced Yes or No	Team Leader/s
	Artist Reception - checking in artists, helping with refreshments, keeping AR secure, clean and tidy		Jo Cunningham, Alison James & Ellie Cunningham
	Campsite (festival days) - most hours will need to be worked on Friday		Leon & Katy Lewis
	Campsite and set up/break down support (pre and post festival days) approx 32hrs		Martin & Margaret Bushnell
	Car Park (traffic control) - most hours will need to be worked on Thursday/Friday		Malcolm Hills & Anita Walker
	Catering - layout etc.		Carol & Brian Stevenson
	Dance Marquee Stage Manager - supporting artists, lifting, loading and unloading instruments etc.		Jon Brenner
	Door control - Dance Marquee		Mike & Ann Finn
	Door control – Bellstone Marquee		Nick Norman & Steve Emery
	Door control – Pengwern Marquee		Colin Hough
	Door control - Sabrina Marquee, The Hub and The Studio workshop marquee		Phil Lindsay
	Fire Wardens - observation & response: a specific training session will be arranged; you must be physically fit enough to climb a fire watch tower and remain alert during your shift (no sitting or reading)		Andrew Scrivens
	Litter Picking: cleaning site and food tent		Mike Salter & Val Webb
	Recycling: moving and sorting recyclables during the festival; duties will include Tues 28 Aug		Mike Salter & Val Webb
	Merchandise – customer service skills, selling T-shirts etc, lifting boxes and standing during your shift		Derek Bunce
	Morris Team Guide - local town centre knowledge; help with collection containers required		Steve Earwicker
	On-site office mainly answering the telephone and enquires, 32hrs from 20 to 23 Aug		Chrissy Bridge
	Pandemonium and Refolkus (under 18s venue door stewards & the Sunday evening lantern procession) Most hours will be worked Saturday and Sunday. **See below. DBS certificate required at Festival.		Rosalind Butcher
	Pandemonium! Crew - helping with activities and workshops in the children's tent + the lantern procession. Previous experience working on creative projects and with children is required **See below. DBS certificate required at Festival.		Amy Bertaut and Dawn Powell
	Set Up/Clear Up - 32hrs (minimum 4½ full days - not festival days) you must be fit enough for lots of lifting and carrying; NO light duties. Everyone works on Thursday and Tuesday either side of the festival.		Terry Morris and Helen Beck
	Stage Manager - supporting artists, lifting, loading and unloading instruments etc.		Tom Povey
	Stewards' Office or Radio Room (please tell us your preference) duties Thursday through to Monday		Graham Barre & Paul Rodway
	Task Force - be prepared to undertake tasks of any of the other festival teams; flexible attitude with ability to troubleshoot. There are NO light duties on this team. Duties will occur across all festival days		Graham Barre
	Ticket Office/Information - most hours will need to be worked on Friday starting at 09:00 and the remaining few hours during other festival days		Maggie Holdsworth, Alan Sprung & Eppie Sprung
	Transit Van Driver – drivers required before, during and after the festival (please tell us your preference) the festival will arrange insurance cover if you are selected as a driver		Set-up & Task Force

Please outline special skills/experience. All applications MUST be supported by additional information. Please tell us if you are interested in being a deputy or team leader.

If you apply to work with **children your current DBS (Disclosure and Barring Service) certificate should be brought to the festival. Please enter your number here and date of issue here (not over 2 years old).

Declaration: I have read and accept the Terms and Conditions of SFF voluntary work. I am available on the dates indicated

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