



SHREWSBURY FOLK FESTIVAL

28-29-30-31 August 2020



[This page is for you to keep.](#)

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

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 photos 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, health & safety, and fully support you in your role as a volunteer steward.
- Please use the website to inform yourself about the site layout and facilities, you will be asked questions by festival goers.
- 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 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.
- 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.
- You are allocated to your preferred work teams wherever possible. 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 programme is published but we ask that you deal with this within your own team. We try our best to meet all requests, but no guarantees can be made.
- 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, kindly do not ask. You must be fit enough 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. Some work can be very physical.

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 28 August.
- Children in your care** 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 27 August.
- Stewards have a designated camping area on campsite 1 near gate 1**, so please consider camping here. Wherever you camp please 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 27 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 1st 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.



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28-29-30-31 AUGUST 2020

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

Please read the attached Information and 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 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 <u>very clearly</u> If we can't read your email address, then we can't get in touch!	
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	

- 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)
 - Are you a First Aider? **Yes / No** If yes, kindly attach a copy of your certificate.
 - Will you bring a dog/dogs? **Yes / No** NOTE: *Dogs must be looked after by someone else while you are on duty on Festival days.*
 - 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)
 - Will you bring any youths aged 11-17 yrs? **Yes / No** If yes, how many ___ (weekend tickets are **£50** each plus **£5** each camping)
- The discount for weekend tickets only applies to your own children.** Festival Office will supply 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.

Availability - we prioritise applications from people who are most 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 the dates to indicate when you are available for duty

If you plan to work at the festival during August 28-31 **all four dates MUST be ticked and worked.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
23	24	25	26	27	28	29	30	31	1	2	3

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. Your preferences will be considered wherever its 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 days), **not festival days**

Have you stewarded at Shrewsbury before? **Yes / No** If yes when? 2017 2018 2019

What team were you last in? Would you like to be in this team again if at all possible? **Yes / No**

What would you **least** like to do? (most jobs involve lifting or walking and/or standing for at least two hours)

↓ 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: check in artists, help with refreshments, keeping AR secure, clean and tidy		Jo Cunningham, Alison James, Cathrine Cook, Kath Saunders
	Campsite gates: (festival days) - most hours will be worked on Friday, Thursday arrival essential		Leon & Katy Lewis
	Campsite gates and set up/take down support: (pre and post festival days) approx. 32hrs		Wendy & Mike Dyer
	Car Park: (traffic control) - most hours will need to be worked on Thursday/Friday/Monday		Malcolm Hills & Anita Walker
	Catering: layout etc.		Sue & Nigel Marriott
	Dance Marquee Stage Manager: supporting artists, lifting, loading / 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		Phil Lindsay
	Fire Wardens: you must be physically fit to climb a ladder up/down the fire watch tower, drive a buggy (training given) and remain alert during your shift (no sitting or reading)		Andrew Scrivens
	TIDY TEAM: Litter Picking: cleaning site and food tent area		Chris Knibbs & Sian Vaughan
	TIDY TEAM: Recycling: moving & sorting recyclables during the festival; duties will include Tuesday		Chris Knibbs & Sian Vaughan
	Merchandise: customer service skills, selling T-shirts etc, lifting boxes and standing during your shift		Adrian Woodvine
	Morris Team Guide: local town centre knowledge; help with street collection on Saturday		Steve Earwicker
	On-site office: mainly answering the telephone and enquires, 32hrs from 24 to 28 August		Chrissy Bridge
	Pandemonium! & Refolkus (under 18s venue door management & Sunday evening lantern procession) most hours worked Saturday & Sunday DBS certificate desirable, see below* Lost/Found Child support required all weekend. DBS certificate essential, see below*		Rosalind Butcher
	Pandemonium! Crew: helping with activities & workshops in the children's tent + the lantern procession. Previous experience working on creative projects and with children is required. DBS certificate desirable, see below*		Amy Bertaut & 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 and everyone works the Thursday before and Tuesday after the festival.		Terry Morris & Helen Beck
	Stage Manager: supporting artists, lifting, loading and unloading instruments etc.		Tom Povey
	Stewards' Office or Radio Room: (please circle your preference) duties may include Thursday through to Monday evening		Graham Barre/Ron Jackson Paul Rodway (Radio Room)
	Task Force: be prepared to undertake tasks of any of the other festival teams; flexible attitude with ability to troubleshoot. NO light duties on this team. Duties will occur across all festival days		Graham Barre & Dawn Sedgley
	Ticket Office/Information: most hours will be worked on Friday 28th August starting at 09:00 and the remaining hours during other festival days, Thursday arrival essential.		Maggie Holdsworth, Alan Sprung, Eppie Sprung
	Transit Van Drivers required before and after or during the festival (please circle your preference), the festival will arrange insurance cover if you are nominated as a driver		Set-up and/or 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.

*Your current DBS (Disclosure & Barring Service) certificate should be brought to the festival. Please enter the DBS number here and date of issue here (not over 2 years old).

Declaration: I have read, accept and will abide by the Terms and Conditions of SFF voluntary work, and I am available to work on the dates indicated. There are **NO** light duties, and I will be required to walk/stand for the period of my shifts and/or lift/carry objects as required.

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