



26 to 29 July 2012

P.O. Box 1533
Harbury CV33 9ZU
Tel. 01926 614932

Website: www.warwickfolkfestival.co.uk
Email: stewards@warwickfolkfestival.co.uk

Dear Steward

Thank you for all the help and assistance you gave last year, and welcome if you are a new applicant. Attached is a Steward Application Form and we are hoping that you will join us for a great weekend and give your valuable time to help as a Volunteer Steward.

New Applicants

Warwick Folk Festival expects:

1. Adults (18yrs or over) willing to volunteer for **12hrs if arriving on Thursday**, or **9hrs if arriving on Friday**. We are also very grateful if you would like to do more.
2. A **passport size photograph**, which can be emailed in JPEG format, or posted.
3. Every Steward to read and adhere to the **Terms & Conditions** overleaf.

In return, the Festival will:

1. confirm receipt and acceptance of your application by email or post as soon as possible.
2. assist you in every way it can.
3. issue a weekend ticket, and camping (if required).

Returning Stewards

Please read the Terms & Conditions (overleaf), as hours of duty have been amended, depending day of arrival.

I will allocate the same duties as last year, on condition that application has been received by closing date. However, if you want a change of duties, then please let me know. I will do my best to meet your request, but cannot guarantee it will be possible.

If you are experienced in dealing with stewards and would like to be more involved, then please contact me for a chat, or let me know when you return your Steward Application.

All please note:

A passport-size photograph is required with your application, except if you wish to re-use last year's.

Access to any event at the weekend is subject to available space.

All information provided to the Festival will be treated in the strictest of confidence.

We cannot allow dogs on the campsite, with the exception of guide / hearing dogs etc., and regret the upset and inconvenience this causes to dog owners, but we have to enforce the rule without exception.


We look forward to seeing you at the Festival.

Stewards NOT attending this year's Festival, but hope to return next year:

1. I would be grateful if you could return your application form to the address above, or let me know by email that you are unable to steward this year.
2. Details will be held unless instructed by you otherwise.

Janny Freeman

Warwick FF Stewards Administrator

Please read the Terms & Conditions overleaf 

Please return the Application Form as soon as possible, but **BEFORE FRIDAY 16th MARCH 2012**
Please make sure to enclose (or email) a **passport-size photograph** (except if you sent one last year)

Thank you.

Terms & Conditions

All Stewards are required to volunteer for a minimum number of hours as follows, although quite a few willingly give more of their time. These hours will be spread over the Festival weekend (max 4 shifts):

- **Adults (18yrs or over)** – 12 hours if arriving Thursday, or 9 hours if arriving Friday. We may allocate fewer hours to volunteers who are performing at the Festival (e.g. Morris dancing), or to those who assist the Festival in other ways.

Please Note: Adults who are bringing children younger than 18yrs of age need to include them on the application form. For insurance and Health & Safety purposes we are unable to accept applications from those who wish to keep their children with them on duty.

- **Your priority as a Volunteer Steward** is to help us run a safe, smooth and efficient Festival. We will endeavour to allocate duties to preferred areas, but we cannot guarantee it will always be possible.
- **If some of your stewarding duties clash** with an event you wish to see, we ask that this be dealt with on arrival at the festival. Please be aware that we endeavour to meet any request, but that it is not always possible to change rotas.
- **All Stewards are expected** to be vigilant, courteous, sober and Health & Safety conscious.
- **Drinking alcohol or smoking** whilst on duty is not permitted at any time.
- **For outside duties** please bring clothing suitable for all weathers (including sun screen).
- **Duties may start** as early as 8.00am and could finish as late as 1 hour after the final event.
- **Passport-size photograph** (approx 4x3cm) is required, unless you provided one previously. The photo can be returned with the application form (please print your name on the back of the photograph), or emailed to stewards@warwickfolkfestival.co.uk.
If emailed, please replace the file name with your name, e.g. SMITH – JANE.
- **Confirmation of receipt and acceptance** of applications will be by email or phone as soon as possible, but please contact us in case we haven't.
- **Duty allocations** and who to contact will be sent to you at the beginning of July.
- **Venue Managers** will brief you at the start of your duties. It is imperative to arrive promptly at the starting time of each duty.
- **Change of your circumstances** – please notify us as early as possible.
- **Any queries** - please don't hesitate to contact us for at stewards@warwickfolkfestival.co.uk

Note: If you have a friend who would like to steward at this year's festival, but has not done so before, please ask your friend to contact the Festival Information Office (details above or from website).

Please make sure you have included a passport-size photograph with your application form (except when provided last year), as without it processing your application will be delayed.

We look forward to receiving the completed form, and hope you will have an enjoyable weekend.

Warwick Folk Festival Stewards Administration

