



Stewards Application Form

Thank you for showing interest in becoming a steward at Bearded Theory Festival 2012. It is anticipated that we will need about 80 stewards to manage the event. If you are one of our regular stewards we would like to welcome you back and thank you for your help in the past. If you are a new steward to Bearded Theory we look forward to meeting you in May.

Please complete a separate form for each person. Additional forms are available from the website.

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

Name	
Address	
Town / City	
Post Code	
Daytime Phone Number	
Mobile Phone Number	
Email Address	

Emergency Contact Information:

Name:	
Phone:	
Email Address:	

If you are **on site** throughout the three festival days it is expected that you will be available for duty each day, unless you arrive very late in the evening or leave very early in the morning, or if you are allocated to the set up/clear up team.

Please tick boxes below to indicate clearly what your preferred times for duty.

Thursday 17 th May 2012	
Friday 18 th May 2012	
Saturday 19 th May 2012	
Sunday 20 th May 2012	

Please use 24 hour clock when indicating times below (e.g. 14:00 instead of 2pm)

On your first day of availability what is your preferred earliest time you can start your duties:	
On your last day of availability what is your preferred latest time you can finish your duties:	

We will prioritise applications from people who are flexible about what hours they can work

Please tick at least one option:

Volunteer Steward. Willing to work 18 hours max., around 6 hours per day	
Team Leader. Willing to work more than 18 hours	
Deputy Team Leader. Willing to work more than 18 hours	

Please return all completed applications to info@beardedtheory.co.uk



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Please state preferred role(s)

Crowd Steward	
Car Parking	
Ticket Exchange	
Stage Hand / Production	
Labourer	
Runner	
Other: Please Specify	

Is there any type of work that you are physically unable to do?

Will you be camping at the festival?

Do you hold a first aid certificate?

Do you hold an up to date CRB certificate?

Please write any additional information here which you feel is relevant to your application.

Outline special skills, e.g. Radio Operator, current qualification in First Aid, Stage Management, Heavy/Manual Work etc, have you stewarded at other festivals?

Thank you for taking the time to complete this form. It would be very much appreciated if you could return it by 1st April 2012 with a passport sized photo to the address above.

Declaration: I have read and accept the 'Terms and Conditions'

Signature..... Date.....

Please read the terms and conditions before submitting your application form. Keep this copy for your records.

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Terms and Conditions

All volunteers receive a steward's pass which admits restricted access back stage.

- You must be at least 18 years old on 17th May 2012.

- Each steward is required to pay a bond of £74 which will be refunded following all your shifts being completed.

- You should be willing to work up to 6 hours per day.

- All volunteer stewards will be part of a team, with responsibility for a specific aspect of the Festival.

- Each steward is required to be on site for the duration of the festival.

- Duties are allocated to preferred areas where possible. We will try our very best to meet your requests but no guarantees can be made. The sooner you return your form/s the more chance there is that you will be allocated to a team of your choice.

- Each steward should be prepared to start work from 8am on Thursday May 17th 2012.

- Every steward will be given one meal voucher per shift.

- No steward is allowed to be under the influence of alcohol or drugs prior to the shift commencing.

- You are requested to advise the festival if you are listed on a sex offender's register. All applications are held under the strictest of confidence and the data will only be seen by the site director.

- The stewards are expected to comply with the ticket terms and conditions which are available from the main Site Office.

- The stewards are to comply with all Health and Safety policies, Risk Assessments and Procedures supplied by the festival and you will be required to sign and return the documents once completed.

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- Once teams are complete, late applications are put into the reserve team. This type of stewarding can be varied and requires you to 'check in' several times each day for duty allocation.
- If you have any reason that you may not fulfil a shift please advise the festival at the time of the application so arrangements can be made.
- If children are brought to the festival you should have sufficient arrangements in place for your children to be minded during your shift.
- Failure to adhere to your steward's roster will result in your bond being withheld and your name being black listed for future events.
- If you are given festival property to help assist you with your role such as two way radio or torch this will be deducted from your bond.
- If your role involves working with children or carrying out first aid treatment you will be required to provide CRB and the relevant qualifications prior to the festival commencing.
- Your priority as a steward is to help us run Bearded Theory Festival. If some of your duties clash with events that you would like to see we ask that you deal with this at the festival within your own team or with the Chief Steward. Please be aware that it may not always be possible to change rotas to suit all requests.
- Whilst we will endeavour to accommodate individual needs, stewards must be capable and prepared to fulfil the duties allocated to them.
- Due to insurance and health and safety considerations, we are unable to accept anyone who wishes to keep their children with them whilst working.
- The steward should advise the festival of any disability or if they require any aids to help them fulfil their roles a month prior to the festival commencing.
- Please complete the application form, even if we know you very well. It helps us with admin and with duty allocation.
- All Stewards must attend a briefing meeting and be onsite the day before the festival commences (Thursday 17th May 2012).

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