



taking storytelling to the edge



Festival at the Edge 15th – 17th July 2016

Volunteer Application

Stewards and site crew are vital to the smooth running of FATE and are valued members of the festival team, without the willing support of our volunteers the festival would not be possible. If you have stewarded or helped with site set up before we welcome you back and thank you for your continued support. If you are new to FATE, thank you for showing interest in becoming part of our dedicated volunteer team. We anticipate that we will need around 75-100 stewards and up to 12 site crew to manage the event and we will endeavour to acknowledge receipt of your application within two weeks. Please do not purchase a ticket for yourself until you know whether you have been selected. If we receive more applications than required and you are not selected this year you will still be able to purchase a ticket at the price it was when your form was received.

Please read the terms and conditions carefully before filling in your application form. Keep pages 1 and 2 for your records.

Terms and Conditions

1. You must be at least 18 years old on Sunday 10th July 2016 if applying for a site crew role or on the first day of your availability if applying for stewarding.
2. **Choosing to be a steward or a member of site crew - As a steward**, you should be willing to work 4 hours per day, usually no more than 12 hours over the weekend, but can express interest in more. Working days are Friday 15th – Sunday 17th July and you can arrive from Thursday evening (14th). **As site crew** you are involved in the set up and take down of the site, working days are longer and can vary in length and activity, including lifting, moving and erecting chairs, tables, signs etc and a lot of walking around the site. As site crew, you would be required to work from Monday 11th up to and including Monday 18th July. Set up is from Monday to Friday leading up to the opening of the festival on Friday evening, and take down starts Sunday evening and throughout Monday following the festival. Unless they are part of the Task Force over the festival weekend, site crew do not work during the festival.
Please read points 8 and 11 for more details on the roles before making your choice and then indicate your preference on the application form. To help with the smooth running of the festival, priority will be given to those who can work all three festival days as a steward and the Monday - Monday for site crew, however if you would like to apply but cannot offer all days please contact the festival office for advice.
3. All stewards will be part of at least one team. Each team has responsibility for a specific aspect of the Festival. You are required to 'check in' several times each day for duty allocation with the Head Steward.
4. 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 the more chance there is that you will be allocated to a team of your choice.
5. Once teams are complete, suitable late applicants will be asked if they would like to be on the reserve team. As a member of the reserve team, you would need to 'check in' at the beginning of the day with the Head Steward and be on call via mobile phone. As a member of the reserve team you would need to purchase a ticket but this would be refunded if you were asked to steward. If asked to steward you would be required to fill in where needed.
6. All volunteers receive a weekend pass, which admits them to all venues although it does not give priority access. You will also receive a free souvenir programme and onsite camping in the public area - top field. The weekend pass is for the volunteer only and anyone accompanying who is not stewarding or site crew will need to purchase tickets either before or at the festival. If family members or friends are accompanying you, we advise that you pre book their tickets using the booking form to take advantage of the early bird prices and you can send this at the same time as your application.

7. Dogs are not allowed on site during the festival weekend except for assistance dogs. Please respect this and avoid any embarrassment, as you will be asked to leave. Members of the site crew may negotiate with the Site Manager for their dog to be on site during set up but it will be on strict understanding that mess is cleared and that the dog is taken off site by 10 am Friday morning.
8. **Your priority as a member of site crew** is to help prepare the site for the festival before it opens at 7pm on Friday and dismantle it after it finishes at 5pm on Sunday. Duties will be allocated as fairly as possible and will likely include manual work that involves lifting, carrying and bending, such as placing chairs in the marquees, laying tape to designate areas, erecting signs, filling water buckets and bins, and much more. Please think carefully before applying and make sure we are made aware of any health problems that could restrict your duties. All site crew are expected to maintain a professional manner and remain calm, be vigilant, sober (on duty), and health and safety conscious at all times. Please ask for advice if you need to. Anyone who fails to honour their commitments without a valid reason or agreement from the Site Manager could have their pass revoked and future applications declined.
9. Site crew will be briefed and supported by the Site Manager.
10. If your application for site crew is successful, a committee member will contact you as soon as possible to discuss likely tasks.
11. **Your priority as a steward** is to help us run Festival at the Edge. Duties will be allocated as fairly as possible and once you have been placed on the rota we expect you to work the hours allocated to you. Anyone who fails to honour their stewarding commitments without a valid reason or agreement from the Head Steward could have their pass revoked and future applications declined.
12. If some of your stewarding duties clash with events that you would like to see we ask that you deal with this at the festival in consultation with the Head Steward. Please be aware that it may not always be possible to change rotas to suit all requests, as the smooth running of the festival has to take precedence.
13. Whilst we will endeavour to accommodate individual needs, stewards must be capable and prepared to fulfil the duties allocated to them. We rely on your honesty to inform us of any health conditions which may effect/limit the work duties you are allocated.
14. All stewards are expected to maintain a professional manner and remain calm, be vigilant and health and safety conscious at all times. Whilst on duty please be sober and refrain from smoking. Smoking is not permitted in any of the venues.
15. Team leaders will brief you and support you in your role as a steward.
16. If your application for stewarding is successful, our Head Steward will be in touch to clarify any points you may have raised or to ask for further information. For speed and cost our preferred method of contact is by email unless you specify an alternative i.e. phone call or post. In late June, we will inform you of the team/s you are in and the team leader who will brief you at the festival. At this time, we will also inform you of your duties but please be aware that late programme changes may affect your duties particularly if in the venue team.
17. Due to insurance and health and safety considerations, we are unable to accept anyone who wishes to keep their children with them whilst working.
18. **Please complete the application form fully**, even if we know you very well.
19. You will be required to attend on site briefing meetings and you will be informed of the time of the first one before your arrival.
20. All volunteers are invited to join us at the end of the Festival for a party on the Sunday evening and stay over until the Monday morning if desired.
21. Please return completed applications by **30th June 2016** with **two** passport sized photos to the address on the form. Late applications will be considered but please check with the festival office via email info@festivalattheedge.org or postings on the website, if more volunteers are needed.

Festival at the Edge 15 - 17 July 2016

Please return to:

Volunteer's application form

FATE
39 Fawdry Street
Whitmore Reans
Wolverhampton
WV1 4PA

Please complete a **separate** form for each person.
Additional forms are available from the web site or
Festival office.

Tel: 07544 044126

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

info@festivalattheedge.org

Applying for: **STEWARD** **SITE CREW** **ARTIST LIAISON**

Please tick.

If applying for site crew or Artist Liaison and are unsuccessful, would you like to be considered for stewarding? If so, please make sure you complete the stewarding questions and tick here

Name

Address

Town/City

Post code

Day phone

Mobile

Email

Contact will be by email unless you specify a preference

Please provide two current passport sized photos. Attach one here and leave one loose, this will be used on your badge.

Days available

Stewarding

If you are **on site** throughout the three festival days, it is expected that you will be available for duty each day. No duties are allocated on Thursday but you are welcome to arrive if you can be available for duty early on Friday.

Please tick boxes below to indicate clearly when you will be available.

Thurs 14-07-16	Fri 15-07-16	Sat 16-07-16	Sun 17-07-16
No duties allocated			

Site crew

If you are **on site** throughout the site set up and take down days, it is expected that you will be available for duty each day. *No duties are allocated during festival time unless you are a member of Task Force.

Mon 11-07-16	Tues 12-07-16	Wed 13-07-16	Thurs 14-07-16	Fri 15-07-16	Sat 16-07-16	Sun 17-07-16	Mon 18-07-16
				*No duties after 7 pm	*No duties	*No duties before 5 pm	

All applicants

Day and time of arrival on site

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

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

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

Steward applicants - please tick an option:	
Willing to work 12 hours max., around 4 hours per day	<input type="checkbox"/>
Willing to work more than 12 hours	<input type="checkbox"/>

All applicants

IMPORTANT: Is there any type of work that you are physically unable to do or any health problems that we need to know about?

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Please indicate in order of preference for which teams you would like to be considered. If you are allocated to the reserve team you will need to ‘check in’ daily at the stewards tent. No duties will be sent out to the reserve team but we will need you to confirm if you will be at the festival.

In the left-hand column please **number the teams** in order of preference

No.	Team	Experience? Yes or No	
	Box Office – ticket sales/information		
	Traffic Control – car park, track		
	Task Force – maintaining the site over the weekend and has similar duties to site set up crew.		
	Venue Stewarding – checking wristbands, checking venues, audience management, general helping festival-goers		
	Children’s Stewarding – similar duties to venue but may also need to help with workshops, must have current CRB		
	Artist Liaison – supporting artists during their stay at the festival		
	Green Room – two teams needed for help in the artists area – kitchen food prep and washing up, and for cleaning showers and toilets		
	General Duties & Campsite – such as litter picking, spotting and reporting potential hazards		
	Festival merchandise – both the festivals own and artists performing over the weekend		
	Site Crew - need to be available before and after festival – see above for more details		
	Transport team – if you are a car owner and interested in collecting and dropping off our artists at the train station or airport, please tick to indicate your interest and say if you have experience or not. Conditions will apply and a separate form will be sent out.	Interested ✓	Experience Yes/no

DBS number if applying for Childrens Stewarding

Do you hold a current first aid certificate? Yes

No

If you do please tick here if you are prepared to be on a list of available first aiders in event of an emergency during the night and early morning (12 midnight – 9 am). Mobile phone required.

Will you be camping at the festival?

Yes

No

Have you been a steward / site crew at FATE before?

**Have you been a steward / site crew at other festivals?
If yes please give details.**

What type of stewarding / site crew experience do you have?

Please write any additional information here, which you feel, is relevant to your application. For example, experience in using radios, stage management, administration, Heavy/Manual work, practical skills etc.

Please provide an emergency contact name and number for when you are at the festival

Declaration: I have read and accept the terms and conditions as a volunteer.

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