



# Festival at the Edge 17<sup>th</sup> – 19<sup>th</sup> July 2020

## Volunteer Application

Stewards and site crew are the face of the festival, vital to its smooth running 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. 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 12<sup>th</sup> July 2020 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 an average of 4 hours per day, usually no more than 12 hours over the weekend, but can express interest in more. Working days are Friday 17<sup>th</sup> – Sunday 19<sup>th</sup> July and you can arrive from Thursday evening (16<sup>th</sup>). **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 Tuesday 14<sup>th</sup> up to and including Monday 20<sup>th</sup> July. Set up is from Tuesday 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 request to be 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 or the Tuesday - 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, but we are guided by the information you provide on your experience and physical capabilities. We will try our very best to meet your requests but **no guarantees** can be made. Please return forms promptly to help us with this allocation process.
5. All volunteers receive a weekend pass with onsite camping space, which admits them to all venues, although it does not give priority access. The weekend pass is for the volunteer only and anyone accompanying them who is not stewarding or on site crew, will need to purchase tickets and camping either before or at the festival. If family members or friends are accompanying you, we advise that they pre-book their tickets through the website to take advantage of the early bird prices.
6. Dogs are not allowed on site, apart from assistance dogs. The site is a working farm with livestock.
7. **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. Site crew will be briefed and supported by the Site Manager. Please think carefully before applying, good general health and fitness are essential for this role. Practical skills such as carpentry and plumbing are also an advantage. 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 will have their pass revoked and future applications declined.

8. If your application for site crew is successful, a committee member will contact you as soon as possible to discuss likely tasks.
9. **Your priority as a steward** is to help us run the festival over the weekend. 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 will have their pass revoked and future applications declined.
10. 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.
11. 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.
12. 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.
13. Team leaders will brief you and support you in your role as a steward.
14. 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 at this time, we will also inform you of your duties. Please be aware that late programme changes may affect your duties particularly if in the venue team.
15. If your application for volunteering is unsuccessful you will be informed as quickly as possible.
16. Due to insurance and health and safety considerations, we are unable to accept anyone who wishes to keep their children with them whilst working.
17. **You must complete the application form** in full, even if we know you very well.
18. You may be required to attend on site briefing meetings.
19. 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. This is our 'thank you' to volunteers for all their hard work.
20. Please return completed application (pages 3 – 5) with two passport sized photos **as soon as possible and preferably before the end of April 2020. Later applications will be considered if received** no later than **22<sup>nd</sup> June 2020**. Please send to the address on the form. If you miss the deadlines, please check with the festival office via email [info@festivalattheedge.org](mailto:info@festivalattheedge.org) or postings on the website, if more volunteers are needed.

# Festival at the Edge 17 - 19 July 2020

Please return to:

FATE  
4 Victoria Road  
Fallings Park  
Wolverhampton  
WV10 0NG

## Volunteer's application form

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

Tel: 07544 044126

[info@festivalattheedge.org](mailto:info@festivalattheedge.org)

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

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 tick here

Name .....

House No./Street .....

Town/City .....

County .....

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 16-07-20	Fri 17-07-20	Sat 18-07-20	Sun 19-07-20
No duties allocated Possible meeting			

### 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.

Tues 14-07-20	Wed 15-07-20	Thurs 16-07-20	Fri 17-07-20	Sat 18-07-20	Sun 19-07-20	Mon 20-07-20
			*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**

<b>Steward applicants - please tick an option:</b>	
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.

In the left-hand column please **number the teams** in order of preference. You need to identify at least **three** choices that you feel able to do and indicate if you have experience or not.

No.	Team	Experience? Yes or No	
	<b>Box Office</b> – ticket sales/information		
	<b>Traffic Control</b> – car park, track		
	<b>Task Force</b> – maintaining the site over the weekend and has similar duties to site set up crew.		
	<b>Venue Stewarding</b> – checking wristbands, checking venues, audience management, general helping festivalgoers		
	<b>Children’s Stewarding</b> – similar duties to venue but may also need to help with workshops, must have current DBS		
	<b>Artist Liaison</b> – supporting artists during their stay at the festival		
	<b>Green Room</b> – two teams needed for help in the artists area – kitchen food prep and washing up, and for cleaning showers and toilets		
	<b>Campsite &amp; General Duties</b> – such as litter picking, spotting and reporting potential hazards		
	<b>Festival Merchandise</b> – both the festivals own and artists performing over the weekend		
	<b>Site Crew</b> - need to be available before and after festival – see above for more details		
	<b>Transport team</b> – 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). You will need to be contactable by your mobile phone during these hours.

Will you be camping at the festival?

Yes

No

**Have you been a Steward / Artist Liaison / Site Crew at FatE before?**

**Have you been a Steward / Artist Liaison / Site Crew at other festivals?  
If yes, please give details.**

**What type of Steward / Artist Liaison / 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.....**