

## **EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW**

### **Duties of the Roving Stewards** (August 2013)

This role has been created to provide assistance to the other stewards who may require help and can't leave their post, need to be relieved for a break, temporarily need an extra pair of hands, etc. and also to check the running of the show and take action where problems are identified.

**N.B. More than one person may be carrying out this role, therefore, the Show Secretary will need to coordinate their activities.**

#### **General duties are:-**

Check the list of stewards and locations to ensure that all are present. If there is a problem, temporarily move a steward, see whether a reserve is available or briefly cover that post yourself.

Go round all stewards and sort out anything that they may require.

Provide cover for stewards when they require a break.

Put out cones on footway fronting The Barlow / Bowling Green and 25m. beyond the car park entrance. Bring in after Show at 5.00pm.

Ensure that all notices are put in place and kept clearly visible.

Make sure that all passageways are kept clear.

Monitor use of the Lift.

Arrange clean up of any spillages to prevent any accidents to the public and/or prevent access to the area whilst it is unsafe. Pay particular attention in the morning to the Staging area where water will get spilt on the wooden floor.

Ensure that the public are excluded from the building during judging and until 2.30pm; and from the Cookery and Handicraft rooms during the presentation of prizes and the raffle.

Provide a link between the stewards accompanying the Judges, the Entry stewards and the Chairman.

Monitor the number of people in the various rooms during the afternoon to see how the numbers compare with the maximum permitted under the Hire Agreement, i.e.

	Standing	OR	Sitting
Main Hall	150		120
Café	80		60
Cookery Room	50		30

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8/8/13