

Information for Stewards

If you are doing a morning session, you will need to sign in at the Library reception desk on the ground floor. There you will collect the keys / codes needed for storage and toilets; they should also hand over the box containing the money from catalogue sales. Stewards arriving for the afternoon session also need to sign in /out at Library Reception.

Upstairs in the Exhibition area, you will need to retrieve from the Kitchen:

- A supply of catalogues
- The TV remote control
- Instructions for setting up the PDI display on the TV
- Supply of voting slips for the public's favourite image
- The voting slips "ballot box"
- Visitors' Book
- Notebook for recording any queries etc from the public which need to be followed up.

Detailed notes for Stewards are also available at the Exhibition, including emergency contact numbers.

Please try to record the number of catalogues sold. The money should be kept in the cash box. This box is to be handed in to the Library reception for safe keeping overnight.

A supply of tea/coffee/milk/biscuits is kept in the kitchen, marked as "SCPF", which you can use to make refreshments as required. If the supply runs out, please replace as necessary from one of the local shops, using cash from the catalogue sales, and leave a note / receipt in the cash box.

Do please encourage visitors to vote for their favourite image (there's a £25 prize draw for people who have voted for the favourite, the draw will be made at the Club Reps' meeting on 18th Feb.), and also to fill in the visitors' book as it is good to be able to see the feedback.

The Stewarding booking system allow for up to three stewards on each session, so you may find you are sharing with another. In this case feel free to sort out between you should any of you wish to finish early or pop out for a while. If there are stewards in place for both morning and afternoon sessions, then just a simple handover is all that's needed. Incoming and outgoing stewards should sign in and out at Library reception. This is part of their safety procedures.

At the end of the day (or end of the morning session if there is no steward coming for the afternoon), you will need to clear all the items back to the cupboard and lock up, taking the keys and cash-box down to Library reception, not forgetting to sign out.

Finally, thank you for volunteering for stewarding. Any session without stewarding means that we are unable to show the PDI Exhibition, and we are unable to give catalogues to visitors, so the Exhibition is greatly devalued. Your contribution allows us to provide the best possible experience for visitors, so is much appreciated.

Thank you
John Hodge