



# Training for Festival Volunteers



Stewards should be fit to carry out duties.

They should be over 18 years of age.

Their job is to concentrate on the crowd and not to watch performances.

Stewards should understand that they must **not leave their place without permission, not consume or be under the influence of alcohol or drugs; and remain calm and courteous towards all members of your audience.**



## **Specialist :**

First Aid, Rigging, Crowd Control, Logistics, Security, Communication, Presentation, Report Writing.

## **Recommended :**

Manual Skills Training  
Briefing on Duties and Event

The Volunteers Role in the Scheme of things –

Reporting To, Duties Expected, the “What If” Scenarios

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## IDENTIFICATION OF STEWARDS

Stewards should wear distinctive dress such as fluorescent jackets, day-glo bibs or brightly-coloured tee-shirts.

Each jacket, bib or tee-shirt should be numbered.

A register should be prepared with the name of each steward and the corresponding number. This list should be made available to the Gardai before the event.



Each person involved in the running of the festival (Organiser, Chief Steward, Safety Officer) should operate using a communal communications system.

Depending on the scale of the festival, it may also be necessary to appoint supervisory stewards for specific areas. These should also be brought into the communication chain.



All users of radios should be trained in their use.

There must be a clear framework of information flow procedures - people need to know who should inform whom of what, when and by what means.

Before your event:

**Establish radio procedures to be followed**

**Test all radios and install a fully charged battery**



Stewards should not be required to be on duty for very long periods without appropriate breaks.

Adequate hearing protection should be supplied to stewards who are exposed to high noise levels.



Your primary duty is to take care, assist and ensure the safety of the audience at all times.

You should remain calm and be courteous to the audience at all times.

You must not consume or be under the influence of alcohol or other drugs.

You must not leave your designated position without the prior permission of the Chief Steward.



Wear your day-glo bib at all times.

Ensure that exits, passageways, staircases are kept clear and free from obstruction.

Be aware of the position and arrangements for First Aid and ensure that any injured persons are immediately given treatment.

Be aware of the position of fire-fighting equipment.



Give immediate access to the Gardai and other emergency services in the event of an emergency or when requested by the Gardai.

Do not allow patrons to climb any structures - fences, trees, barriers etc.

Report immediately (to the Chief Steward or the Gardai) any fire or other emergency.

