

STEWARDEDING A MEET

This is a list of the main points the stewards are required to cover for a meet. You can always do more about arranging activities, information on local points of interest, etc. if you would like to.

Remember, **you do not have to do everything yourself!** Your role is to make sure that everything does get done, and it's quite OK to delegate some of the activities to willing volunteers.

At the previous meet

- Talk to the stewards to see if there's anything you need to be aware of.
- Pick up the signs, catering box, and PA equipment (or make arrangements for somebody else to bring them to the next meet).

Before the meet

- Liaise with Sites Officer about getting access to the site, and confirm meet fees & the hours we will be using the hall for.
- Check the catering box. Purchase milk and biscuits as required, and keep receipts so you can claim expenses.

At the start of the meet

- Arrive in time to set up before the meet opens and people start arriving.
- Put up signs (direction arrows, rally sign on gate, signs on water & toilet emptying, etc.). Possibly put up pennon.
- Book people in on sheets provided.
- Tell people about water, toilet emptying, etc. and plans for the weekend (details of weekend can be written on the chalk board).

Evening dance

- Unlock and set up hall.
- MC if you wish to, or organise someone else.
- Serve tea and coffee at half time.
- Collect money from visitors.
- Clear and lock up afterwards.

Coffee morning (usually Sunday morning)

- Arrange time and place (if outside, do you want people to bring hot water?).
- Serve tea and coffee.
- Collect camping fees.

At the end of the meet

- Arrange for signs, catering box, folder and PA equipment to get to the stewards for the next meet.
- Stay till everybody has gone, or arrange for somebody else to do this.
- Take down signs, tidy site and lock up as necessary.
- Fill out meet sheets, claim your expenses, and pass all forms to the Treasurer.
- If possible – do a short write-up of the meet (2 or 3 sentences fine) for inclusion in our newsletter, and send to the Secretary.

You can always ask for help, and if you have not done it before then you can always ask to shadow a meet beforehand.