

**Steward Duty FR IE 2017**

**Your institution name: ………………………………………………………………………………………**

In a bid to keep the stands and the venue safe throughout the duration of the show, all participating schools will need to nominate staff and/or student stewards to ensure the walkways are hazard free, the stands are compliant with health and safety regulations and the venue is safe.

**All designated stewards will need to attend a meeting on Thursday before the launch to go through stewarding duties and procedures.**

Please complete this form by **7 July 2017** and return to [Alexandra.neill01@gmail.com](mailto:Alexandra.neill01@gmail.com)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Thursday EVENING Stewards** | | | | |
|  | **6:00 PM** | **7:00 PM** | **8:00 PM** | **9:00 PM** |
| **Name** |  |  |  |  |
| **Contact Number** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Friday DAY Stewards** | | | | |
|  | **10:00 AM to 1:00 PM** | **1:00 PM to 4:00 PM** | | **4:00 PM to 7:00 PM** |
| **Name** |  |  | |  |
| **Contact Number** |  |  | |  |
|  |  |  | |  |
| **Friday EVENING Stewards** | | | | |
|  | **6:00 PM** | **7:00 PM** | **8:00 PM** | |
| **Name** |  |  |  | |
| **Contact Number** |  |  |  | |
|  |  |  |  | |
| **Saturday DAY Stewards** | | | | |
|  | **10:00 AM to 1:00 PM** | **1:00 PM to 4:00 PM** | **4:00 PM to 7:00 PM** | |
| **Name** |  |  |  | |
| **Contact Number** |  |  |  | |