

**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

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

|  |
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| **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** |   |  |  |