

STEWARDS

If you attended the Stewards Meeting on Friday you will be familiar with everything that follows. If you were not (or will not be) at the meeting please read on.

Firstly, thank you for volunteering your services. The convention could not operate without the active participation of those attending.

If you have not been a steward before these notes are intended to give some idea of what is expected of you. If you have been a steward before there will still be something of use here. It is important to remember that everyone attending this weekend, including you, is here to have a good time. Your job is to help them do that in comfort and safety. One of your principle duties will be to ensure that the function rooms do not become overcrowded, and that everyone respects the no smoking rule which applies to all function rooms.

You should have, attached to this sheet, a Duty Card and an Invitation. You should also have a red badge. If any of these are missing or incomplete please contact a member of the Security Team.

The Duty Card is fairly self-explanatory. It gives the day, time and place of each duty. I have also given the Hotel room name where the duty is to take place. The time is given in the 24 hour clock format. E.G. 18.00 = 6 PM. Please try to be at the allotted place just prior to the time given on the Duty Card.

When you arrive for your duty make yourself known to the steward that is already there, you should sign the Duty Rota so that the Steward can leave.

The Duties

Main Hall

Your job in the Main Hall is to ensure that the gangways and areas for disabled access are kept clear, and that everyone respects the no-smoking rule.

Registration/Information Desk

The Registration and Information Desks are located in the Hotel Reception near Henley's Cocktail Bar. There will be a member of the Committee (or a Committee Assistant) on duty who will explain what is required. Please ensure you read the instruction book provided at the desk. Particularly the section regarding acceptance of personal cheques. Please ensure you make yourself known when you arrive.

Video Rooms

Many of you will be pleased to note that you will *not* be expected to operate the video equipment. Your responsibility in both video rooms is to ensure that the room does not become overcrowded, and that areas for disabled access are kept clear. Any problems with the video equipment or tapes should be reported at once to a member of the Security Team. At the end of each tape a member of the Security Team will arrive with the next tape.

Video Room 1 (Actor Related) is in the single room known as the Connaught and Belvedere Rooms. They are situated on the Third Level.

Video Room 2 (Quantum Leap) is in the Winsor Room which is also on the Third Level.

The Dealers Room is in the Royal Suite which is on the Third Level. Your job here is to be at the entrance door and check that everyone entering has a badge, and to ensure that the room does not become overcrowded.

The Art Gallery is on the Ground Floor near the Convention Bar. Your task here is to ensure that no food or drink is taken in, and to make sure no one walks off with anything. This is usually a fairly quiet duty so take a book if you get bored easily.

At the end of each duty a member of the Security Team will visit each of the rooms to ensure that all is well, and that the next Steward has arrived. If, at the end of your duty a Steward does *not* arrive to relieve you, please wait for the member of the Security Team to arrive. Tell them your relief has not arrived and they will arrange cover so you can leave.

Any problems :

If a problem arises that you are unable to deal with do not hesitate to contact a member of the Security Team **at once**. A member of the Security Team is available 24 hours a day for exactly this purpose. (Not the same one for the whole 24 hours) They can be contacted at short notice, by radio, via the Control Room, the Committee Room or via any member of the Committee. You are **not** expected to deal with difficult problems. That is the job of the Security Team.

Badge Colours.

White - Committee
Orange - Security Team
Red - Stewards
Yellow - Technical Crew and Committee Assistants
Green - Dealers
Blue - Attendees

The Rewards

Priority use of the front rows in the Main Hall. These rows will be clearly marked 'Stewards Only' feel free to ask non-stewards to move if they are using these rows.

Early access to the Dealers Room on Saturday morning 08.30 - 09.00.

A party for all Stewards will be held in the Polo (Convention) Bar on Sunday night. All guests will be invited, bring your invitation to claim your free drink.

Thanks again for helping to run Accelerate 96.

Mark Wagstaff (Security)