



## **PLATFORM STEWARD**

**Please read these instructions carefully  
as the smooth running of the Festival depends upon all the Stewards  
working as a Team in each Hall.**

1. Please report punctually to the **Stewards' Office in the Festival Hall** at the time stated below, before taking up duty.
2. Please bring pen or pencil, a programme will be provided. Collect trophies.
3. It is a good idea to ask the Room Steward for the pronunciation of any unusual names.
4. a) Display the Class number and Competitor's number, change the Competitor's number immediately after each performance and put up the Adjudication sign over the final competitor's number when the class has finished.  
  
b) Wait for the Adjudicator to indicate that he is ready before announcing the next Competitor's name and number. Preferably, introduce yourself to the Adjudicator beforehand and ask him/her how they would like you to do this.
5. Competitors to be taken in numerical order as far as possible (latecomers may compete until the beginning of the adjudication). This is essential as Competitors may be in other classes taking place at the same time – please check with the Room Steward.
6. At the end of each trophy class, make sure that the winner signs both the trophy slips and that **each section of the slip we retain is completed**. The blank one is kept by the winner and you return ours to the Stewards Office at the end of the session.
7. **NB. If the award is presented to more than one person (e.g. duets or a joint first place) please ask each winner to give their details. Please also ensure that the winner takes the box, together with the trophy!**
8. Announce at the beginning of each class that **ALL** mobile phones should be switched off and video recorders or cameras should not be used because of Copyright law.
9. It is important that the Platform Steward liaises at all times with the Room Steward.
10. If any problems arise, consult the Adjudicator's Steward, on duty in the Hall.

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**TIMES OF DUTY**