



## **ROOM 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.
3. Examine admission tickets.
4. Check arrival of Competitors for classes concerned and inform Platform Steward of late arrivals. It is also a good idea to check the pronunciation of any unusual surnames.
5. Please ask Competitors in 'Own Choice' music classes to hand a copy of their music to the **Adjudicator's Steward**.
6. See that the doors are kept closed during each individual performance and adjudication.
7. See that silence is maintained during performances.
8. If any problems arise consult the Judge's Steward, on duty in the Hall.
9. It is important that the Room Steward liases at all times with the Platform Steward.

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**TIMES OF DUTY**