



TICKET 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. Collect tickets, programmes and cash float.
3. Please bring pen or pencil – a programme will be provided.
4. Admit no one into the Hall during any individual performance or during the adjudication. Please make sure that the area outside the hall is kept quiet.
5. Please record as far as possible the no. of tickets and the no. of programmes sold on the sheets given out with the float.
6. It is important that the Ticket Steward liases at all times with the Room Steward.
7. Return programmes and money to the Stewards Office at the end of the session.

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TIMES OF DUTY