



## **SATURDAY 21<sup>st</sup> June 2025 at Leicester Lions RFC, Blaby**

### **RESPONSIBILITIES OF EVENT STEWARDS & VOLUNTEERS**

1. Attend to customer needs in a friendly, helpful and responsible manner
2. Supervise all customers, attending the event in a professional and considerate way ensuring their safety at all times
3. To set up/dismantle equipment and other duties under the direction of the Event Manager or Assistant Event Manager
4. Demonstrate a high visibility throughout the event (stewards and volunteers will be issued with Purple T-Shirts)
5. To attend event briefing as requested
6. Ensure ALL issues/problems evolving from the event are communicated to the Event Manager or Assistant Event Manager and recorded in Event Log held at the **INFORMATION POINT**
7. Be aware of the EMERGENCY ACTION PLAN and follow procedures to evacuate the site i.e. Assist Emergency Services as instructed
8. Comply with all Health and Safety legislation and documentation for the event (Briefing pack)