

TASKS

Name of Event

Date

Steward - Outer gate – wear high-vis jacket	
Steward - Main door to Gaf Centre	
Steward - Door to right of stage 'Mind the step!'	
Photos	
Box office – + list of attendees from Sue	
Raffle	
Bar	
H&S and introduction	
Announcement of future events	
Vote of thanks	
Write-up for the Newsletter and press – send to Jenny and Sue please	
Charged telephone for emergencies	
Looking after the artists	
Catering	

Please arrive by 7.00pm for a 7.30 start – not necessary if you are doing the write-up.