

Photographic Group: Stewards Check List

Pre-Event (In conjunction with Meets Team)

- Covid regulations permitting
- ++ A till receipt is acceptable for most low value expenditure

To Do	Completed?	Notes
Specific Site Co-ordinator or Meets Team requests/instructions?		Contact meets@photogroup.co.uk
Prepare local information sheet and print copies		++Keep receipts for any expense incurred.
Agree set-up tasks with Co-Stewards		
If C&CC site contact site office		
Confirm signage and pennant available (Only the pennant is required for Club/Commercial sites)		Minimum signage: C&CC Members only Drinking Water Chemical Disposal (separate to drinking water) Steward Covid specific signage for Village Halls, Sports Fields etc.
* Buy tea, coffee, milk and biscuits Remember Raffle tickets (if required)		++Keep receipts for any expense incurred.
For Festival and Exhibition Meet liaise with Meets Team regarding planned activities and Steward involvement.		Judges, print stands, PA system and & print stand & PA system will be arranged by the Meets Team.
Attendance list received from Site Co-ordinator.		
Shelter (s) required?		Meets team will advise if shelters are to be used together with any necessary agreement with site
Plan for your early arrival and set-up		You may be asked by the Meets team to contact the site and make the necessary early arrival arrangements.
Print from www.photogroup.co.uk Stewards Information page: Meet attendance and Meet Account forms for all Meets. For non-Club sites you will also need: Incident forms Site Risk Assessment template Covid Risk Assessment template Copy of Public Liability Insurance Certificate		Completion and signature of Risk Assessments is a Steward responsibility. Risk assessments to include any off- site locations and accommodation for the meet. Seek assistance if unsure.

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Copy of Club Exemption Certificate		
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On Arrival

To Do	Completed?	Notes
Report to site office/owner/key holder		
Check site and facilities (informal risk assessment). Any concerns/problems reported to responsible person and Site Co-ordinator.		
If not a Club or Commercial site plan and agree pitching arrangements with Co-Stewards		6 metre rule applies to all locations and is a Steward responsibility.
Set out any necessary signage		Signage Green Paper and Covid Operational Guidelines for Meets refer
Set up booking-in table, check membership cards on arrival & collect fees due. Ask for help with the coffee morning and evening teas rota (Steward Helper template)		During Covid restrictions prepayment and pre-registration applies managed by Site Co-ordinator
Relax and have a cup of tea		

During Event

To Do	Completed?	Notes
Work party to erect shelter		
Erect pennant		
Run coffee mornings & daily updates		
Run raffle (optional)		
Deliver the programme in liaison with Meets Team		
Ask a member to write the Meet Report and send to Photocamper Editor.		
Have a good time!		

Closing the site

To Do	Completed?	Notes
Shelter/pennant packed Transport to storage/next event arranged.		Meets Team will arrange transport
Any surplus supplies passed to next Meet Stewards (not biscuits)		
Take down signage and arrange hand-		

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over for next Meet or storage		
Pay the site fees (Receipt/invoice in name of The Camping and Caravanning Club Photographic Group)		Please liaise with Treasurer and Site Co-ordinator
Complete the Meet Attendance and Meet Account sheets		
Check and tidy hall in accordance with hire agreement		
Check for rubbish etc		On some sites members must take their rubbish away with them. Sites Co-ordinator will advise.
Head for home		Stewards and/or Assistant Stewards must be last to leave

The Paperwork

To Do	Completed?	Notes
Meet attendance sheet to Sites Co-ordinator with copy to Treasurer		
Meet Accounts sheet to Treasurer with receipts. Copy of Meet Accounts sheet to Sites Co-ordinator		
Brief report on site/facilities and any problems to Sites Co-ordinator		
Volunteer for a future meet		

Useful Contacts

Site Co-ordinator: Bob Knight - meets@photogroup.co.uk

Assistant Sites Co-ordinator: Stuart Ord - stuart@photogroup.co.uk

Assistant Sites Co-ordinator Festival and Exhibition - Alan Turner Smith - exhibition@photogroup.co.uk

Treasurer : Chris Knight - treasurer@photogroup.co.uk