



FLOWER FESTIVAL: DECK THE HALLS

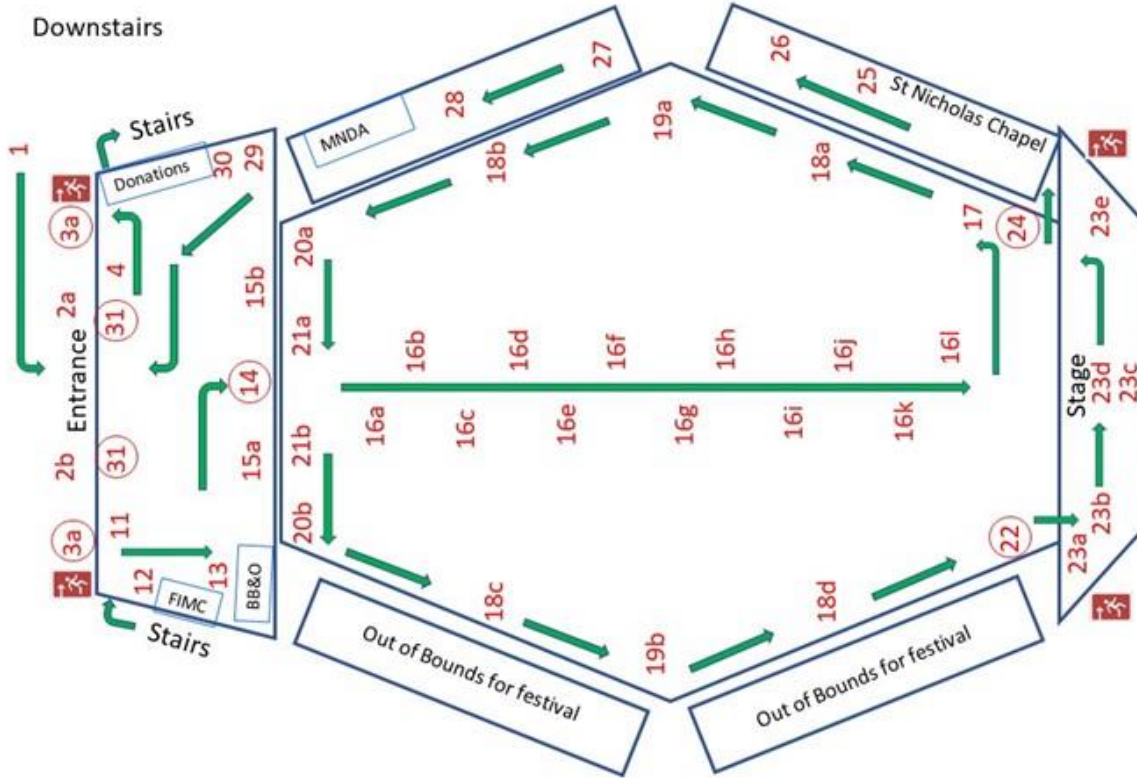
Stewarding Notes

- Please arrive 10–15 minutes before your session starts and be prepared to stay in position until your replacement arrives.
- Report in, and check out, at BB&O Media table (next to Father Christmas) to collect/return your sash and badge.
- Pick up a programme and familiarise yourself with the chapel layout and route through the exhibits. Fire exits are marked.
- Smile, engage with the public and be very welcoming!
- Tactfully ask visitors not to touch the exhibits.
- Encourage visitors to donate as they leave. Information on how to do this is on the back of the programme:
 - Put cash, cheques or gift aid envelopes in the post-box (no 4)
 - Donate via credit/debit card at the desk near the post-box
 - Scan the QR code on the programme to donate via JustGiving
- If stewarding in the foyer:
 - Hand out programmes, children's quiz and auction forms
 - Tell visitors donations should be made on leaving
 - Direct visitors upstairs by the stairs near the post-box (no.4)
 - Direct those visitors coming down the stairs (near the Snowman and Rudolph) into the main chapel
- If stewarding in the main chapel advise visitors to take care walking up the steps to the raised dais at the altar end to view exhibits 23a-e.
- Toilets are in the school building opposite the chapel.
- Refreshments available in the college café. Turn left as you exit.
- For any queries or emergency speak to committee (red sash)

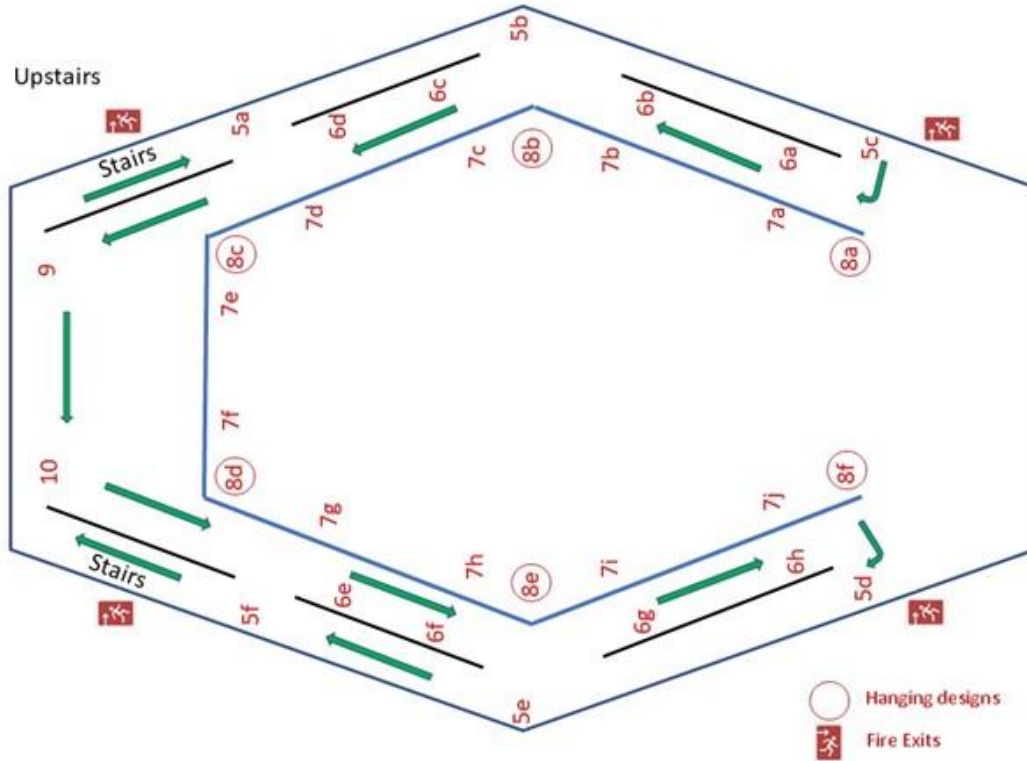


Follow the route marked 

Downstairs



Upstairs



-  Hanging designs
-  Fire Exits

