

Michaelmas Fair Manual

2026

5th September 2026

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HEALTH & SAFETY POLICY STATEMENT

The Michaelmas Fair is committed to conduct the event in a manner that protects the health and safety of the volunteers and the general public.

It will comply with the health and safety legislation.

It will strive for continuous improvement in health and safety performance.

It will undertake appropriate reviews and assessments of its operations.

It will inform all volunteers of the appropriate measures.

In addition, we all have the responsibility for the health and safety of all the participants in the Michaelmas Fair.

Safe System of Working

Control Centres

The control point for the whole event is the Michaelmas Fair information point located outside the Drovers Travel, Church Street. Communications will be controlled from this point

Lost Children and Property will be reported to the control point 10am-5pm. Outside these hours they should be reported to the police station.

An emergency contact list is on page 4 and will be held at all stewarding points.

Stewards who man the points first will collect their yellow bibs and tickets from the control point or they will get them from the previous stewards. The last stewards will return the money, unused tickets etc to the control point.

The First Aid point is in Marches Footcare and Ear Wax Removal, Station Street. First Aid is being provided by Clun First Aiders

Communications / Contact List

A walky-talky system will be employed to communicate throughout the event.

Sets will be held by;

		Mobile Number	Radio Number
Information Point	Bridie Smith	07930 543 920	1
	Liz Still	07969049552	2
Steam Engines	Alistair Evans	07799 697730	3
Car Park Tickets	Henry Hunter	07966761783	4
Stewards	Julie Magill	07807606463	5
Stalls	Sam Musgrave	07703138901	6
First Aid	Dave Ramsey	07921 923902	7
Town Hall Stage	Vickki Moore	07779976648	8
Tractors	Chris Oakley	07866 792876	9
Cars	Rob McKay	07495815009	10
Six Bells Stewarding post	Steward on duty		11
Market Square Stewarding Post	Steward on duty		12

All committee members and stewards will wear a stewards high visibility vest.

Emergency Contact Numbers

First Aid - 07921 923902
Local Doctor – 01588 638285
Local Police – 08457 444888
Fire / Police/ Ambulance - 999
Poppy House - 638443

Six Bells - 630144
Three Tuns - 638797
Castle Hotel- 638403
Kings Head - 638816
Vaults - 638966

Performers

Name	Name	Number
Shropshire Bedlams	Edward Pomfret	
Lanterns	Liz Still	07969049552
Men From Off	Bernard Edwards	07774562496
Bubble-ology	Jane McMullan	078760 30704
Town Crier	Andy	07948047589
Eastern Mystique	Angela	01694 724053
Jester From Chester	James	07966471223
Love to Jive	Neil	07802452073
Eastern Mystique	Angela Ellis	01694724053
Handicraft and Produce Show	Mike Plunkett	07968109626
Hung Gah	Steve Ornellas	07944516970
Lalluka	Liz Still	07969049552
MAIN STAGE		
The Ockies	Geoff Ockenden	07946716673
BC All Skas	Sean Gaffney	07919667546
The Singing Farmer	John Hughes	07814993816
Compere	Vikki Moore	07779976648
Fight The Bear	Ben Beddoes	07980000796
Fungi Frida	Georgie Taylor	07895 516 382

Wet Weather Plan

The Chairman will decide when the plan should be triggered.

If necessary, we will try to disperse and re-locate street stall holders into dry locations. Suggested locations are, Upstairs of Methodists Hall, , Church Barn, Tuns Top Room, The Castle Hotel, The Kings Head back room, The community Lands Trust Building (Stars)

The Main Stage is covered however it may be suggested that the Children's entertainment be relocated to the Church Barn.

Street Roaming performers will be encouraged to make use of the covered business' n town such as the Pubs and Cafes. They will also be shown the covered archways on the High Street and Church Street as options.

The suggested wet weather plan is:



General Jobs

The following jobs need doing but don't fit in with the other sections:

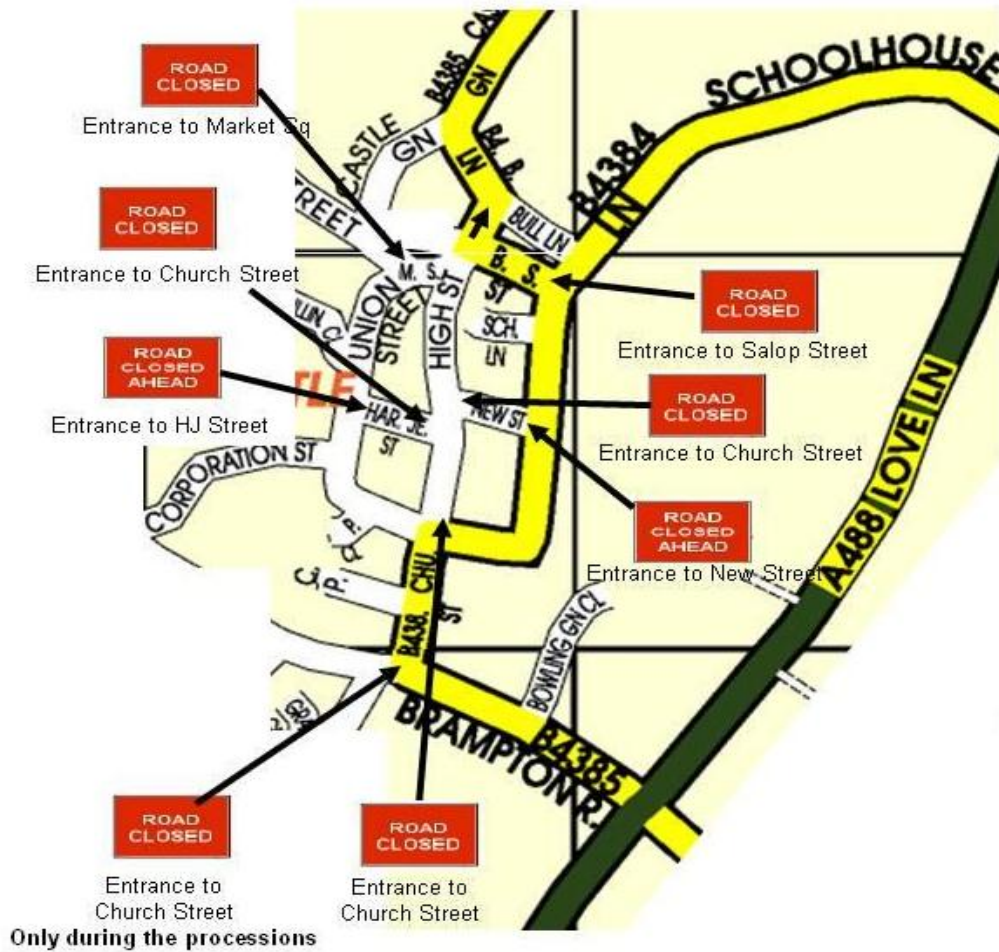
Collect Cones from Council – Thursday 3rd – Chris Jones and Adam Smith

Alistair to collect barrel of beer donated by The Three Tuns Brewery.

Put up flags – Week before Fair. The Fire Brigade contact is Daniel Green (077221 401180)

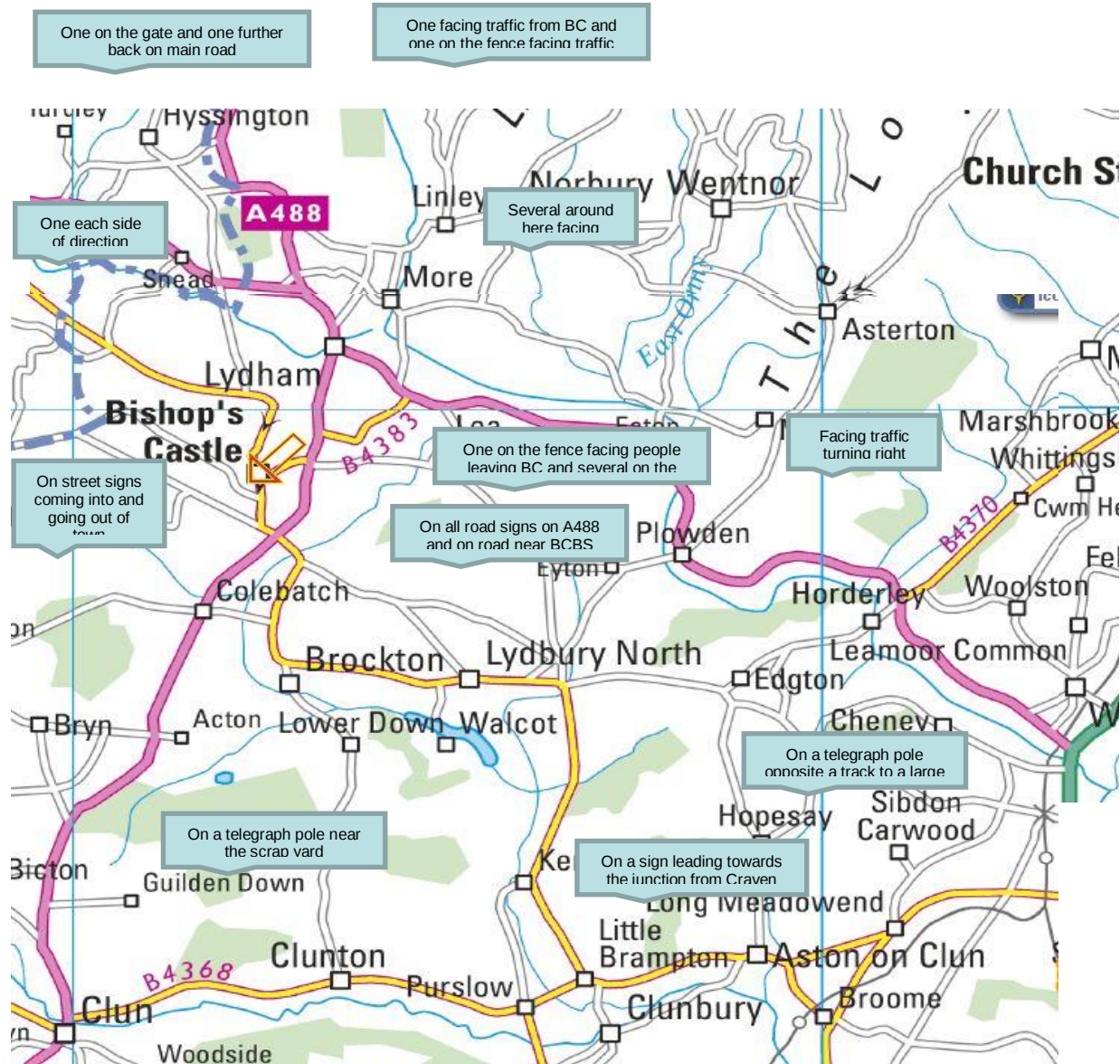
Road Closure Signage

Sign Positions



6 Road Closed Signs
2 Road Ahead Closed Signs

Advertisement Signage

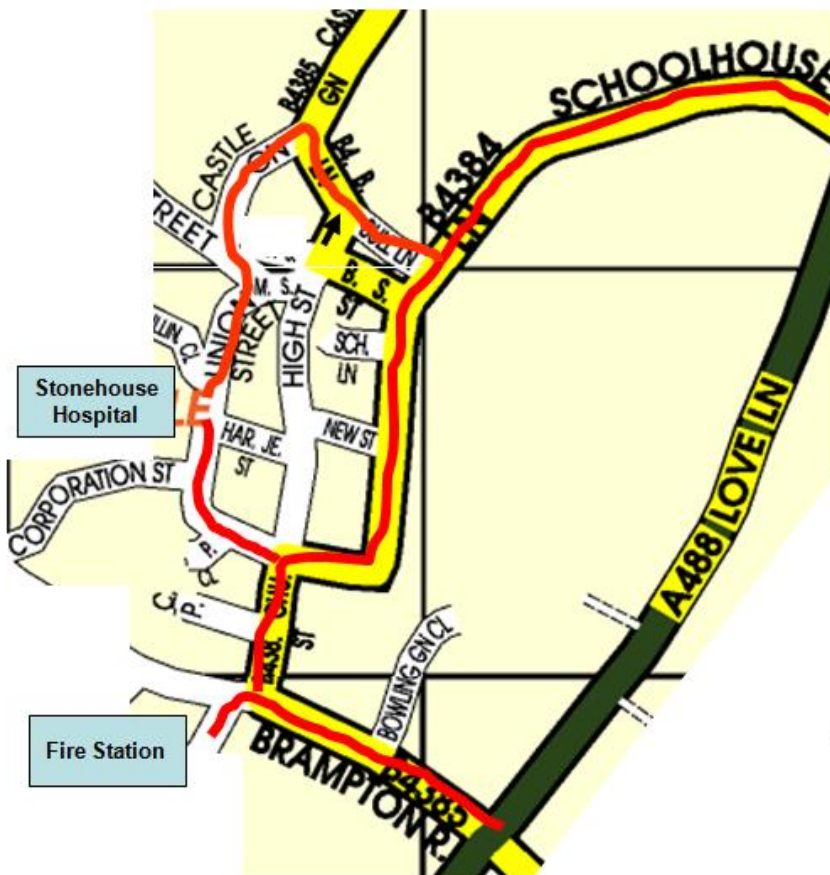


Public Address

Controls / Actions

There will be a public address system in Church Street in operation between 10 am and 6pm. It is used for the procession.

Emergency Access



There is space for a fire engine or ambulance to pass throughout the town however with the expected crowds of people and static displays the routes shown in red above are the best for emergency access. The local fire brigade and police are informed of the above.

Emergency Access during the Vehicle Procession

In the case of an emergency vehicle requiring access during the procession, the procession will be halted via the walkie talkies and will not proceed until all check points have agreed the route is clear.

Should the procession have reached Brampton Road, the stewards at The Six Bells Junction will stop the procession at Church Street and allow the vehicles on Brampton Road to continue keeping the road clear.

First Aid

The First Aid point is in Marches Footcare and Ear Wax Removal, Station Street. First Aid is being provided by Clun First Aiders for the day.

They can be contacted by Walkie Talkie, number 7 or call them direct on 07921 923902

Policing Arrangements

The police will be informed of all activities over the weekend and in particular details of all processions.

They will be given a copy of this manual.

The Michaelmas Fair Committee will be putting out traffic cones and signs on Friday evening and Saturday morning.

Police will assist with traffic control during the Vehicle Procession they will also provide road signs to slow traffic.

Area Plans

Plans have been drawn up for the following areas:

- Market Square
- High Street
- Union Street
- The Public Hall
- Town Hall Stage & Upper High street
- Church Street / Information point
- The Car Park
- Six Bells Crossroads
- The Processions

Copies of each are in the Appendix of this document.

Disabled Access

Stewards will assist all disabled persons upon request. Please consider your own health and safety particularly such things as manual handling. Should you need help please contact the MF Information Point for further advice.

Disabled parking is available at the Community Collage outside SpArC.or at Enterprise House Car Park

Other venues have their own plans of varying ease of access

e.g. Church - ramps installed
Town Hall- has disabled lift

Waste Collection

Waste bins will be provided in the market square, Church Street, the auction yard and in the High Street. There are 16 waste bins in total

We will encourage residents in High Street and Church Street to put out wheelie bins.

A street litter collection will take place on Sunday morning by the Council contractors

The Committee Members will monitor the town bins and empty when they see fit.

Toilets

There are public conveniences:

Below the Town Hall
In the Auction Yard

The car park will be supplied with a toilet as will the Steam Engines, next to the Public Hall

Risk Assessments

General

WHO MAY BE HARMED
PUBLIC, VOLUNTEERS

Vehicle owners to be instructed that vehicle movements in the closed street should be carried out only when stewards are present.

Stewards and Security to be briefed about their roles prior to taking them up.

The control points to be used as somewhere to take lost children to.

Electricity: no trailing leads, all generators to be cordoned off (heat hazard) and all electrical equipment to have been PAT tested.

Emergency Access for Fire Engines or Ambulances is covered in a separate section.

Steam Procession

WHO MAY BE HARMED
PUBLIC, VOLUNTEERS

Steam vehicles will leave their stationary displayed positions and drive into New Street in readiness for the procession. They will then drive down Church Street, Brampton Road and return to town via Ransford's wood yard.

There will be stewards throughout the route with a strong presence at the New Street Junction for when the Steamers join the procession.

New Street and Church Street will be closed

There will be stewards at all junctions – see procession plan for names and locations.

Stewards and police will control traffic and warn visitors to keep clear of the engines.

Barriers will be erected by the Six Bells to separate pedestrians from steamers.

Evening Steam Placement

WHO MAY BE HARMED-
PUBLIC

CONTROLS/ACTION TO MINIMISE RISK

Movement of the steam engines in particular must be considered as the areas will be subject to road closures and the public will be on the roads.

Stewards should accompany the engines into position.

The movement back to the parking area should also be stewarded.

Owners will be asked to advise the public of any particular hazards of their vehicles - hot surfaces etc.

Lantern Procession

Lantern Procession

WHO MAY BE HARMED –

CHILDREN, PEOPLE CARRYING LANTERNS, PUBLIC WATCHING.

CONTROLS/ACTION TO MINIMISE RISK

Safety talk to be given before procession.

Talk to include -

- It is advised to use LED battery lights rather than candles in your Lantern. Battery candles will be offered as an alternative should anyone arrive with a traditional candle or doesn't have an LED
- . However, if your lantern catches fire DON' T PANIC, put it down and walk away. LEAVE IT ALONE.
- Adults with fire extinguishers and fire blankets are in the procession and will put it out.
- Don't get too close to the person in front of you.
- Be careful with the ends of your poles from stabbing people - particularly the eyes . Don't act silly and stay in the procession.

Anyone wanting to walk up with procession meet at the Church with their lanterns. Large lanterns can be carried by adults or teenage children.

Stewards will ensure the procession is protected as it crosses Brampton Road, Church Street and High Street will be closed to traffic.

Stewards will control the line up and escort the procession up the town.

Procession will finish at the Town Hall Stage
Adults will separate the poles from the lanterns.
Children keep lanterns.
Stewards to be at the front and end and will have a carrying fire extinguisher and two more with fire blanket.

Exhibitions

WHO MAY BE HARMED -

THE PUBLIC

CONTROLS/ACTION TO MINIMISE RISK

In all exhibition venues (Railway Museum, House on Crutches & BCHRC stewards to ensure all existing rules are applied such as no smoking etc and to all fire exits are kept clear and any special safety issues are highlighted to visitors.

Public Performance Spaces

WHO MAY BE HARMED-

PERFORMERS, PUBLIC

CONTROLS/ACTION TO MINIMISE RISK

VENUE	SAFE PERFORMANCE SPACE?	SAFE PUBLIC SPACE?
The Square	Yes (Road Closed)	Yes (Road Closed)
Six Bells Yard	Yes (Private Property)	Yes (Private Property)
Church Street (North)	Yes (Road Closed)	Yes (Road Closed)
High Street	Yes (Road Closed)	Yes (Road Closed)
Castle Car Park	Yes (road closed)	Yes (Road Closed)
Main Stage	Yes (Road Closed)	Yes (Road Closed)

Road closures have been applied for and road closed signs and cones obtained. They will be placed to warn traffic of those roads that are closed.

The Town Hall stage will be fenced off when not in use on Friday night and after the last entertainment on Saturday evening.

Street Markets

WHO MAYBE HARMED-

PUBLIC/STALL HOLDERS

CONTROLS/ACTION TO MINIMISE RISK

The organiser will prepare a street plan and a copy held at the Michaelmas Fair Office.

Emergency vehicle routes will be maintained

Ensure all stalls are properly erected

Any awnings, gazeboes etc. are securely fixed

All egresses are free of obstacles

Catering stalls have hygiene certificates and up to date insurance

All stallholders are made aware of responsibility regarding electrical equipment and generators.

Programme

Details of all the acts and exhibitions can be found in the programme given to all visitors. Critical to the success and smooth management of this year's fair is the timing of the vehicle procession at 14.00.

Plans

Procession Plans

We borrow cones from Shropshire Council, the main contact is Dave Mansfield in the Longdon Road depot, his number is 01743254907 and his email dave.mansfield@shropshire.gov.uk. They will be put out on Friday afternoon.

The following lists all the actions and requirements for the vehicle procession which is run at 14.00 and the evening lantern procession at 19.45.

There are two overriding concerns during the processions:

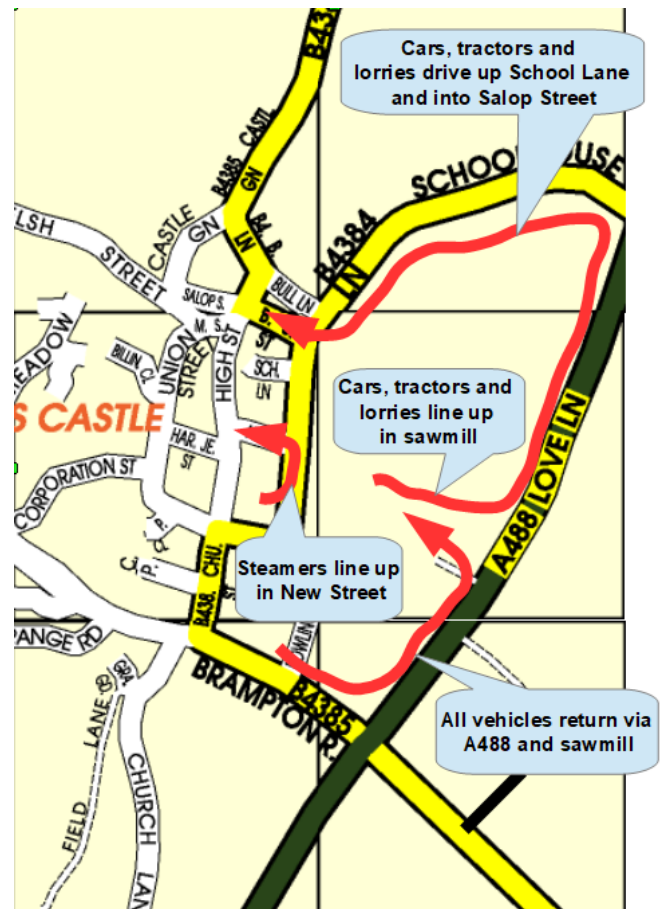
The safety of everybody – visitors, stewards & drivers.

The need to allow access for emergency vehicles at any time

Vehicle Procession

All stewarding points will have a radio, all conversations can be heard by all radios.

Stewards 14.15 – 15.30	
Kennels Bank Junction	1 Clive Jones
Salop Street	2 Mal Baxter
	3 Wayne Poutney
New Street	4 Dave Hand
	5 Steward
Auction Yard	6 Steward
	7 Steward
Boars Head	8 Liz Still 9.
Six Bells	10 Bridie Smith, 11 Wendy Jones,



Summary

The 14.00 procession will be in the following order: Push Bikes/Tractors/ Cars / military / Commercials/ Steamers

The cars, bikes, military, tractors and lorries will line up in Ransfords sawmill in preparation from 1.30pm. Once, the vehicles have assembled in the Saw Mill, Steamers will form up in New Street ready to join the procession in Church Street. Ensuring that they are in the correct order and the Lead vehicles are in the front of their sections with their walkie talkies.

Once all the vehicles are in place, persons at Kennels Bank Junction, Salop Street, Main Control gate, Bells Junction and The High School Cross roads will communicate when they are happy to proceed. Once all have agreed, the Main Control will confirm the procession may begin via radio to the lead vehicles.

Once the control has announced on the radio for the procession to start, the lead Car will direct the other vehicles from the sawmill onto Love Lane and up to Salop Street, the cars must go slowly (2nd gear) so as not to leave the tractors behind.

Should there be any on foot for the procession, they must start walking as soon as the cars **Leave** the sawmill, this is important as we do not want the old vehicles being held up on School Lane hill.

In the past we have had difficulty holding back cars on the Brampton road. Last time we allowed them through, at worst they will cause a queue outside the Church heading west but this is more manageable than trying to block them at the crossroads and was successful so we will do this again.

14.00 Procession Plan Detail

- 1) On arrival the cars must be advised of set off time (in car at 13.20, line up 13.30).
- 2) At 12.00 Salop Street, High Street, New Street and Harley Jenkins Street are closed.
- 3) 13.30 Stewards Car, Cars, Tractors, Bikes and Lorries drive into Sawmill and line up in that order.
- 4) 13.50 Steamers leave Auction Yard and line up in New Street. Once the Cars have assembled.
- 5) 13.55 (but only when told to do so on the radio) the cars etc head off along A488 and turn into School Lane. The first car with a steward blocks access to cars from Shrewsbury direction wanting to turn right into School Lane until all the procession has passed.
- 6) 14.00 Once the cars are on their way, x2 Stewards will walk the procession route ensuring the road is clear and pedestrians on pavements

- 7) 14.00 the steward at the entrance to Salop Street opens access for the procession.
- 8) 14.00 Close lower Church Street at Boars Head and Six Bells but leave Kerry Lane – Brampton Road clear until the first cars arrive at which point stop traffic from Kerry Lane.
- 9) 14.10 ish Once the last procession vehicle enters Salop Street the steward closes off the road again.
- 10) 14.20ish Once the stewards car has passed the steamers join the procession.
- 11) All vehicles turn left at the Six Bells and go back via A488 and the sawmill to station street.
- 12) Warn Stewards to clear Church Streets as traffic will be allowed through again.

On command from radio open Church Street.

Lantern Procession.

Lanterns start from the Church at 19.45 following their Health and Safety meeting in the Church.

LED Lights are now used and spares provided - **no real candles**

The Procession will end at the Town hall stage where carriers can join the crowd at the Town Hall Music or can carry on up the hill. Volunteers will collect any bamboo sticks.

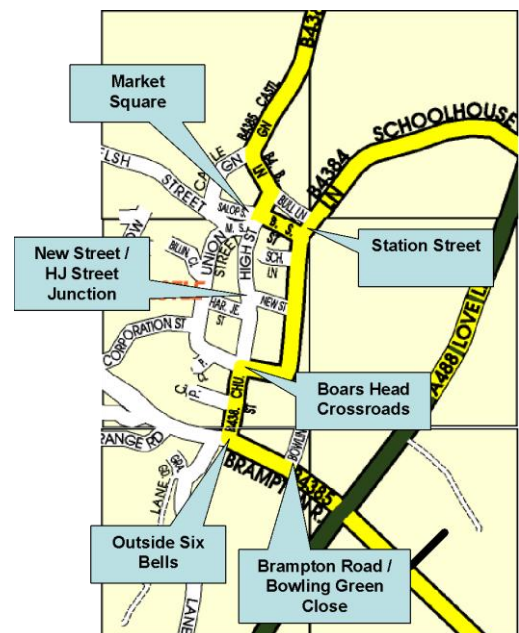
Road closure at Station Street outside Claremont (no traffic into Salop Street or Station Street), New Street, Harley Jenkins Street, Union Street/Station Street and Six Bells.

Upper Church Street (from the Boars Head) and High Street have been closed from 12.00.

Lower Church Street will be closed whilst the Lantern Procession moves up the hill.

The route through to Kerry Lane from Church Bank will not be permanently closed, only whilst procession forming and departing.

Streets closed until end of the Town Hall Stage performance at



approximately 22.00 but not until given
the OK over the radio

Market Square Plan

The following lists all the actions and requirements for the Market Square area, this includes Salop Street, Bull Street and Market Square (outside the Poppy House).

Before Friday

Letters will be delivered to all residents of Market Square letting them know of the road closures and entertainment over the weekend..

Get "Move Cars" fliers

Prepare signage for A Boards

Friday 19th

Store waste bins, two "A" Boards, street banner two road closed signs and cones near the square.

Store two road closed signs in the Poppy House Yard

In the evening put reminders on parked cars.

Bridie Smith will meet up with Hung Gar group, at Foxholes campsite and provide food Vouchers for The Six Bells for dinner on Friday night. Mandy will submit an invoice.

Saturday 20th

Set out cones in Salop Street to stop parking. Remain in area to encourage parked cars to leave and to prevent signs being removed.

At 8am set out road closed signs to block off the road between the Poppy House and Made...

Collect Stewards jacket and radio from Information Point

Set out waste bins

The road closure takes place from 12.00. Ensure sign is put up at the entrance to Salop Street and that it is manned. Signs should also be set up Castle Green end of Salop Street. It will take some time to get cars out of the town so it will need careful stewarding.

14.00 Procession

At 13.50 get the cars in the Castle Hotel Car Park ready to slot into the procession.

When given the instruction the lead vehicle will start to descend the High Street

The rest of the vehicles will arrive at the entrance to Salop street at 14.00, move the Road Closed sign to let them through, the last car will be driven by a steward, once it passes close off Salop Street again.

A little later the cars parked in the Castle Hotel Car Park will return, let them through but advise the need for caution as the road will be full of pedestrians.

Salop Street / High Street will remain closed until 10pm.

Lantern Procession

The road is closed all afternoon.

The children's lantern procession will come up the High Street at about 8pm
Will end at the Town Hall stage where the procession can join the music.

Liz Still and Volunteers will have cutters to detach any unwanted bamboo poles.
Participants will take their lanterns away with them.

The road remains closed until about 22.00 when it is announced on the radio at which point the signs are put back in store.

Sunday 21st

The equipment will be collected by Village Outreach from Enterprise House.

Upper Church Street Plan

The following lists all the actions and requirements for the High Street area, this is the High Street from below HSBC Bank as far as Bumbles Cottage and includes New Street and Harley Jenkins Street.

Before Friday

Deliver letter to all residents of New Street letting them know of the road closures and the need to keep New Street clear for the steamers.

Friday

Outreach will deliver road closure signs. One will be put in the Cadet Hall Garden, the others will be put behind Stars. In the evening put reminders on parked cars, put out cones.

Saturday

Set out a Stall holders at the end of Harley Jenkins Street as per diagram below.

Railings to go on Harley Jenkins St. and New St. by road closed signs to prevent any vehicles 'pushing through'.

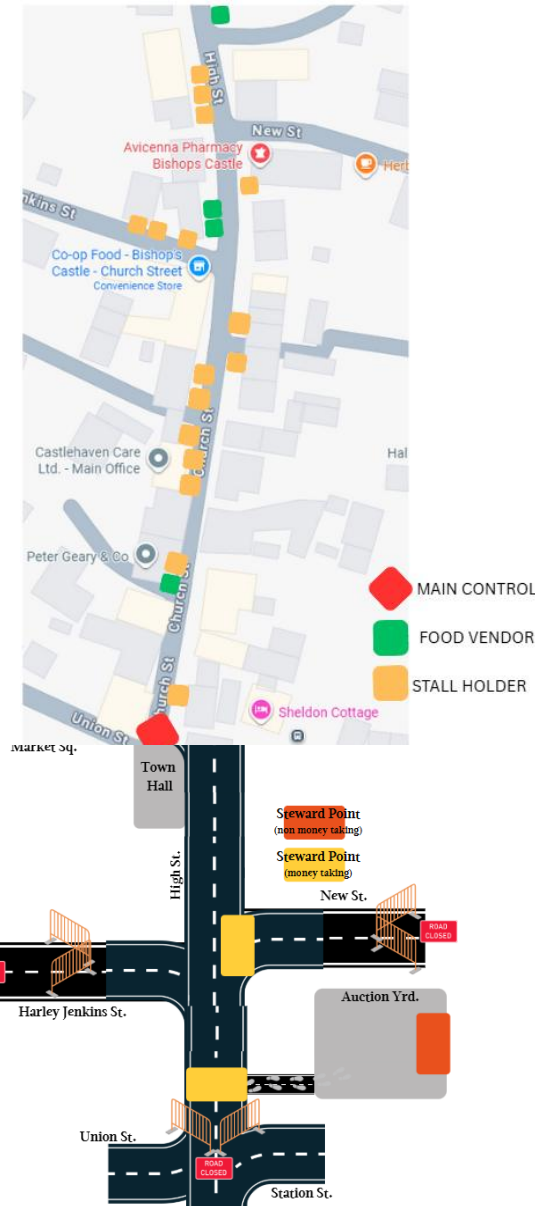
The Harley Jenkins road closure takes place from 08.00, the New Street closure from 12.00, ensure sign is put up at the junction of New Street and Station Road and Harley Jenkins Street and High Street and that they are manned. A road ahead sign closed sign should be put up at the Union Street end of Harley Jenkins Street.

The steamers should arrive in New Street around 13.50, during the morning make sure no one parks their car to restrict the width of the street.

Procession at 14.00

The Cars and other vehicles come down High Street. Stewards will walk ahead of the procession ensuring the road is clear – especially where New Street joins the High Street. After the last car driven by a steward has passed the steamers move out into Church Street. Keep an eye on visitors to ensure no one gets run over. Once the steamers are out of New Street make sure the road closed sign is in place and that the road has cones across it.

During the afternoon keep an eye on the road closed signs to make sure they are not moved.



Lantern Procession 19.45

The children's lantern procession will come up from the church and walk up to Market Square.

The road remains closed until 22.00 at which point the signs are put back in store.

Church Street**Friday.**

The equipment for the control point will be delivered to Drovers Travel – A board, shelter, table, chairs, stewards jackets, radios.

Saturday

Outreach (Laurence) will set up the outdoor PA

Set out A Board

Set out banners to advertise First Aid point at StationSt.

Set out Road Closure sign at 12.00

Commentary will be done by Steve Jones outside The Community Lands Trust (Stars)

At 6pm the stall can be removed and the sound system packed away.

The road closure stays in place until 10pm (see processions section).

The Church Street/High Street road closure for the procession takes place from 12.00. Ensure sign is put up across Church Street and that it is manned. It will take some time to get cars out of the town so it will need careful stewarding.

Procession 14.00

Keep an eye on visitors to ensure everyone is aware of the traffic hazard, use the PA if required. There will be a steward at the end of the procession. Once they have passed Station Road and Church Street can be opened again to normal traffic, Church Street / High Street remain closed.

Lantern Procession

The road closure for the procession takes place from 7.30pm. Ensure sign is put up at the junction of Station Street and the Church Street and it is manned. It will take some time to get cars out of the town so it will need careful stewarding.

The children's lantern procession will come up from the church and walk up to Market Square.

We can keep the road closed until 22.00 however Church Street can be re-opened once the lantern procession has left. After the band have finished the road can be re-opened and the signs are put back in store.

Church Street Market Stall Plan

The following lists all the actions and requirements for the Church Street area for the Market Stalls.

Before Friday

Plan the stall layout and prepare a scale layout for use on the day to direct stall holders to their pitches.

Deliver letter to residents of Harley Jenkins Street and letting them know of the road closures.

On cars parked overnight on Thursday put reminders on windscreens about road closure.

Friday

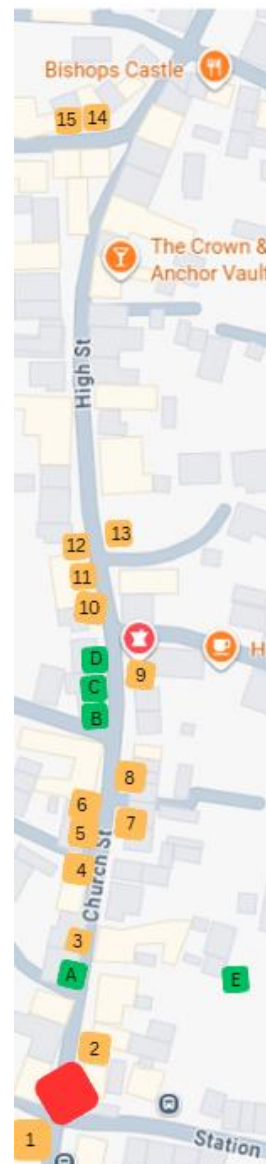
Throughout the day and in the evening put reminders on parked cars in Church Street.

In the evening, mark out stall pitches with chalk on the road.

Saturday

7.30 am re-plot any pitch markings that have been wiped off overnight.

8.30 am onwards, greet and manage stallholders as they arrive and set up and direct them to their parking site behind the Boars Head (access via Castle Cars.) Stall holders can begin dismantling their stalls after 17.00, they must clear the street by 22.00 when the road is reopened.



MAIN CONTROL



STALL HOLDER

1. Mellington Nurseries/David
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
13. Jake Hedge Iron works
14. Three Tuns Brewery
- 15.



FOOD VENDORS

- A. Will O Game
- B. Pizza
- C. Mr T's Pies
- D. Nosh 2 Go
- E. Yardwoods Icecream Van (Auction Yard)

Six Bells & Church Area Plan

The following lists all the actions and requirements for the Six Bells area, this is the

junction of Church Street and Kerry Lane, the yard of the Six Bells and the Church.



Steward Point
(non money taking)

Before Friday

Agree location to store road closure signs, cones and "A" board (Tan House).

Friday Store road closure signs, cones A Board in the Tan House

Saturday Collect Stewards jacket and radio from Information Point

Railings installed by Six Bells Yard to prevent pedestrians from spilling onto road.

Ensure cones are set out down the Brampton Road. This should be done first thing.

The road closure for the procession takes place from 12.00 at the top of the town however Church Street should remain open until 14.00, ensure signs are put up at the junction of Kerry Lane and Church Street and that they are manned.

Procession 14.00

BEWARE – If the Fire Alarm from the Station is Sounded (or fire fighters rushing to the station) the Brampton Road needs to be cleared. Notify everyone on the radio and stop any more vehicles going into the Brampton Road. Any that are already there should be allowed to make their way out of the town.

Keep an eye on visitors to ensure no one gets run over. There will be a steward's car at the end of the procession. Once that has passed the road can be opened again to normal traffic provided the police say yes, announce this on the radio.

At the end of the evening store the cones and A board in the Tan House Yard

Lantern Procession

The road closure for the procession takes place from 19.30 ensure signs are put up at the entrance to Church Street and that they are manned. It will take some time to get cars out of the town so it will need careful stewarding. The Brampton Road Kerry Lane route will remain open except when the procession leaves the church.

The children's lantern procession will come up from the church and walk up to Market Square..

We can keep the road closed until 22.30 however Church Street can be re-opened once the lantern procession has left and the signs are put back in store.

Field Car Park Plan

The following lists all the actions and requirements for the Field.

Before Friday

If required trim hedge to make sure good visibility in and out of the car park.

Friday

A canopy, stakes, some orange fencing, an A board, 4 chairs and a table will be delivered to the field.

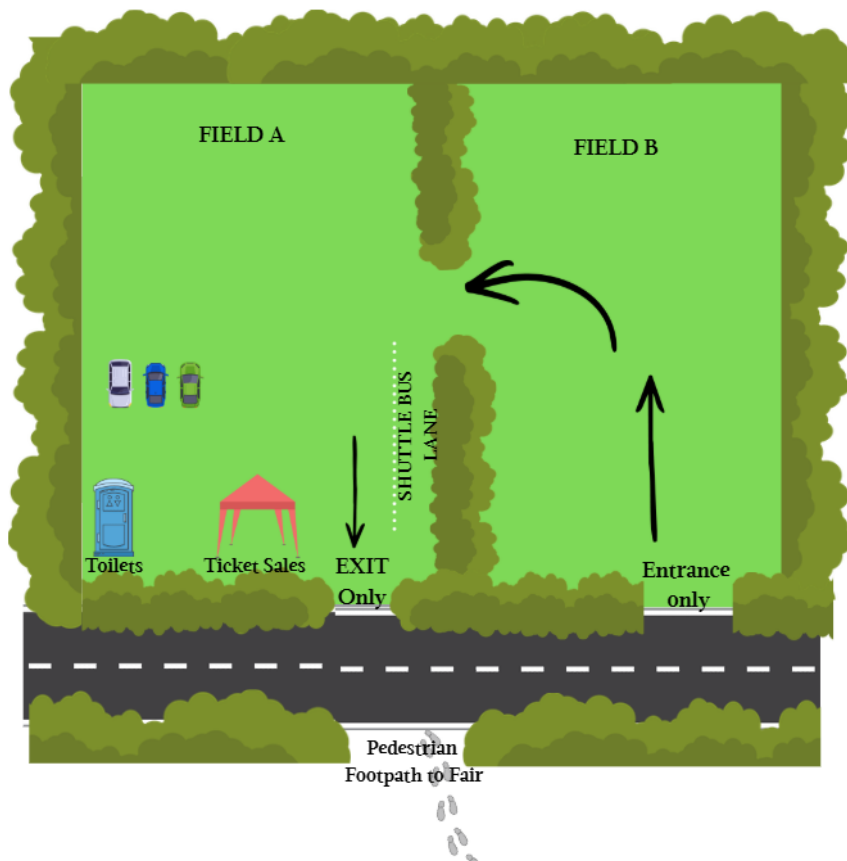
Prepare "A" Board

Toilets will be delivered to field

Set out posts and rope to define the parking and turning areas

Saturday

Deliver tickets, Card Machine and radio to Football Club



Town Hall Stage & High Street

Friday

Set out staging and arrange power with Town Hall

Saturday

Set out A board and PA for musicians. Put canopy, which will be delivered by Outreach, over the stage

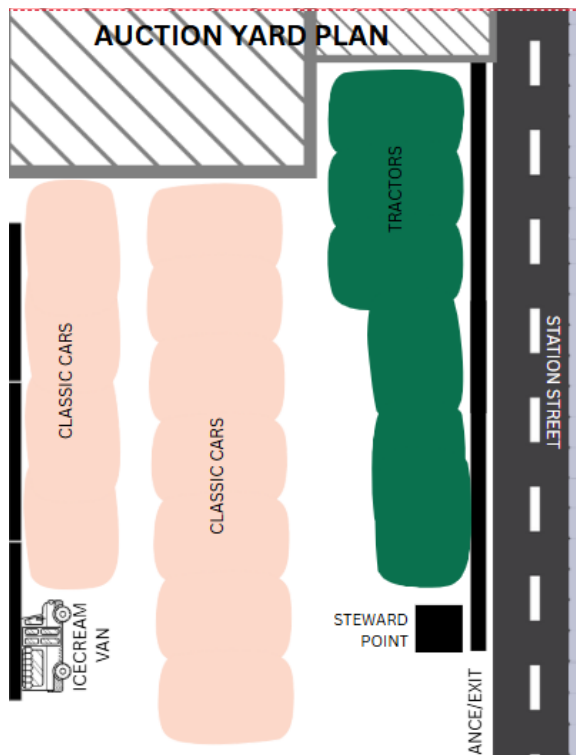
After last band plays put the sound systems away and remove electricity leads.

Sunday Dismantle Stage

Auction Yard Plan

The stewards who help this area main function is to Ensure the safety of visitors, in particular making sure any vehicles being moved are escorted and that visitors are aware of the traffic in Station Street.

We are not putting any other entertainment in the cattle yard this year



Yarwoods Ice Cream van will arrive, place outside the new houses behind the Kings Head, the same position as previous year.

Michaelmas Fair

Cattle Yard Plan

What	Where		Where delivered	When * could be done earlier in the week
Tables - Square	Information Point	2	Drovers Travel	Friday
	Car Park	2	A488 field Opposite Industrial Estate	Friday
	Salop Street Steward point	1	Dentist	Friday
	Auction Yard Steward Point	1	Entrance to Auction Yard	Friday
	New Street Stewarding Point	1	Herbies?	Friday
Chairs – Plastic	Information Point	4	Drovers Travel	Friday
	Car Park	4	A488 Car Park Field	Friday
	Highstreet	1 0	Outside Stars? Andy food vendors?	Friday
	Salop Street Steward point	2	Dentist	Friday
	Auction Yard Steward Point	2	Entrance to Auction Yard	Friday
	Old Market Square Open Mic area	1 0	Market Square	Friday
Extension leads	Outdoor PA	1	Stars, High Street. TBC	Saturday
	Town Hall	2	Town Hall	Friday*
	Open Mic Stage, Mrk Square	1	Old Market Square	
Outdoor PA & Radio mic	Commentary	1	Stars, High Street	Saturday
Market Stalls-				
16 x 8	Information point	1	Drovers Travel	Friday*
16 x 8	Car Park	1	A488 Car Park field	Friday
16x8	Open Mic Mrk Sq.	1	Old Market Square	
Loud Hailer	Auction yard	1	Public Hall	Friday *
Stewards jackets	Information Point	1 0 0	Drovers Travel	Friday
Radios	Main Set	1 2	Drovers Travels	Friday
Dustbins	Chippy	3	Market Square	Friday 10am
	Stage	3	Beside Town Hall	Friday
	High Street	3	Rear of Stars	Friday*
	Church Street	3	Behind Gwythers	Friday*
	Six Bells	3	Six Bells	Friday*
	Car Park	1	Car park	Friday*
	Auction Yard	1	Auction Yard	Friday
	Harley Jenkins Street	1	Stars	Friday
Heras ½ Railings	Information Point	4	Drovers Travel/Alley	Friday

	New Street	2	Cadet Hall entrance	
	Harley Jenkins St	2		
	Six Bells	2	The Six Bells	
Banner Poles	Information	2	Drovers Travel Alley	Friday *
Road Closed Signs	6 Bells corner	1	Tan House Yard	Friday*
	Harley Jenkins St	2	Behind Stars	Friday*
	New Street	2	Cadet Hall Garden	Friday*
	Market Square	1	Poppy House Yard	Friday*
	Salop Street	1	Heathers Drive	Friday*
	Boars Head corner	1	Next to Drovers Travel	Friday*
Wood Stakes & fencing	Car Park		A488 Car Parking field	Friday*

Treasurers Role

Make up the cash boxes/floats/Tickets

	When	Cheque number	Paid
John The Singing Farmer	Monday	Bacs	
Morris Dancers	Monday	Bacs	
Ragged Oak	Monday		
Space Mobiles	Before Event	Bacs	☐
First Aiders	Before Event	Bacs	
Coal merchants	After event J. Sanky to invoice	Bacs	
Fungi Freda	Monday	BACs	
The Ockies	Monday	Bacs	
Jake CA Audio	Upon invoice	Bacs	
BC All Skas	Monday	Bacs	
Fight The Bear	Monday	Bacs	
Insurers	Before Event	Bacs	☐
Village Outreach	After Event	Bacs	
Enterprise House	After Event	Bacs	
Bubbleologist/Fire	After Event – Jane will invoice	Bacs	
Jester from Chester	Monday	Bacs	
Jake Hedge	Monday	Bacs	☐
Organ Man Debbie Hill	On the Day	Cheque* Kingswinford royal British legion	
Football Club	After Event	Bacs	
Hung Gar	Monday	Bacs	

The following people/businesses need paying:

Stewards

Stewards 2025 Car Park –

Person of contact – Henry 07966761783

Responsibility;

To assist cars entering and leaving the car park.

To ensure cars are parked tidily.

Ticket Sales

Assist Visitors with directions into town/Dial – a - Ride

Times	Steward Name	Steward Contact
10.30-12pm	Football Club	
10.30-12pm		
12 – 2pm		
12 -2pm		
2-4pm		
2-4pm		
4-6pm		
4-6pm		

Six Bells Corner /Church Gate – Person of contact Mandy at The Six Bells or Julie Magill 07807606463

WHEN YOU ARE ON SHIFT PLEASE WEAR A HI-VIS JACKET

Main Responsibility - To direct traffic and visitors. To close the road during processions 2pm & 7.45pm. The Visitors Car Park is on A488 opposite Industrial Estate. Keep access clear at all times for emergency services

Times	Volunteer Name	Contact	Notes
11.45- 2pm			Direct visiting cars to out of town Car Park. At the school cross roads, turn left. The Car Park is on left next to School sports fields. There is a Shuttle Bus into town Performers car Park is accessed between Castle Cars and Houses on Station Street Keep Bells corner clear for access for emergency services.
11.45-2pm			
1.30-3.30pm *1			CLOSE ROAD FOR VEHICLE PROCESSION 2pm Vehicles can go up Brampton Road to Kerry Green. No Vehicles can go up Chuch/High Street. Starts at top of town and exits past high school. Lasts about 1h. After which the road can re-open. 1) – Brampton Road Cross roads, divert traffic out of town 2) Bottom of Kerry Lane/Bells corner, direct traffic out of town if safe to do so. Keep road clear for emergency services. 3) Ensure Pedestrians are off the road. Assist above
1.30-3.30pm *2			
1.30-3.30pm *3			
3.15-5.30pm			Direct visiting cars to out of town Car Park. At the school cross roads, turn Left. <i>The Visitors Car Park is on A488 opposite Industrial Estate</i> Performers car Park is accessed between Castle Cars and Houses on Station Street or at Church Barn. Keep Bells corner clear for access for emergency services.
3.15-5.30pm			
5.30 -7.45 pm			
5..30 – 7.45pm			
7.45-8.30pm *A			Lantern Procession starts at 7.45pm at Church. Close the road during this. Road can re-open once procession is past Yoga Studio. 1) Bells corner/bottom of Kerry Lane Stopping traffic 2) Top of Brampton Road (by Bernards House) stopping traffic. There will be extra stewards assisting with the lantern procession. After Shift return Hi Vis and info box to Main Gate by Drovers Travel.
7.45-8.30pm *B			

Entrance to Fair – By Yoga Studio

Person of contact Henry Hunter, The Castle Hotel (Football Club)

Julie Magill 07807606463

Responsibility – To manage Road Closure. Road Closed from 12pm.

Remove signs during processions 2pm and 7.45pm to allow processions through. To direct Traffic and visitors. Ticket Sales.

Times	Steward Name	Steward Contact	Notes
11-1pm	FOOTBALL CLUB		Ticket Sales. Direct visitors to Car Park out of town.
11-1pm			
11-1pm			
12-2pm			
12-2pm			
1-3pm*			
1-3pm*			2pm CLOSE ROADS FOR PROCESSION -Union St. & Station St. Open up High Street for procession to come down. Starts at top of town and exits past high school. Lasts about 1h. After which the road can re-open/close.
2-4pm*			
2-4pm*			
4-6pm			
4-6pm			Ticket Sales. Direct visitors to Car Park out of town.
6-8.15pm*			
6-8.15pm*			Lantern Procession starts at 7.45pm at the Church. Close Union & Station Street and open the High Street. Once passed the High Street should close again and open Union/Station st.

New Street/Opposite Enterprise House

Person of contact Julie Magill 07807606463
Responsibility – To manage Road Closure. Road Closed from 12pm.

*Remove signs during procession (2pm) for access of Steam Engines.
To direct Traffic and visitors.*

Times	Steward Name	Steward Contact	Notes
12- 2pm			Maintain Road Closure and direct traffic to out of town car park
12-2pm			
2-4pm*			1)Remove Road Close sign for Steam Engines. 2)Return closure once all engines have joined the procession
2-4pm*			
4-6pm			Maintain Road Closure and direct traffic to out of town car park. Leave Road closed in place after shift.
4-6pm			

Auction Yard

Person of contact – Julie Magill 07807606463 *Responsibility – To manage traffic, vehicles and Visitors.*

Times	Steward Name	Steward Contact	Notes
11.45- 2pm			Assist visitors with directions. Ensure they know Station St. is not closed – take care when crossing the road
11.45-2pm			
2-4pm			Ensure there is a clear space for cars whilst manoeuvring. 1.30pm cars will assemble for procession. Assist with the gate as they depart and return.
2-4pm			
4-6pm			

Market Square Person of contact – Henry Hunter, The Castle Hotel Julie Magill 07807606463 *Responsibility – To maintain road closure from 8am. Assist stall holders and direct visitors. Ticket Sales Ensure Visitors keep off road during procession*

Times	Steward Name	Steward Contact	Notes
11.45- 2pm			Ticket Sales & Direct visitors
11.45-2pm			
2-4pm*			1) Ticket Sales 2) Ensure road is clear for procession
2-4pm*			
4-6pm			Ticket Sales & Direct visitors
4-6pm			

Salop Street

Person of contact – Henry Hunter, The Castle Hotel Julie Magill

07807606463 Responsibility – To Maintain Road closure from 12pm. Direct traffic and visitors. Move road signs during procession at 2pm.

Times	Steward Name	Steward Contact	Notes
12- 2pm			Maintain Road Closure direct visitors to out of town car park.
12-2pm			
2-4pm*			1) Open up road closure for access of procession 2) Stop Traffic coming down Bull Lane 3) Return Road closure after last vehicle
2-4pm*			
2-3pm*			
4-6pm			Maintain Road Closure direct visitors to out of town car park. Keep road closed at end of shift.
4-6pm			

Roaming/Processions/Other

Person of contact – Julie Magill 07807606463 or Liz Still During Lantern

Procession Responsibility – To assist visitors with directions Sell Tote Bags/Ticket Sales. Ensure road is clear during Vehicle procession (2pm) Assist performers in keeping a clear space Assist Lantern Procession

Times	Steward Name	Steward Contact	Notes
12-2pm*			Selling Totes/Ticket sales Roaming. 2pm – Vehicle Procession ensure High Street is clear at New Street Junction by Pharmacy, so Steam Engines can join procession safely. Selling Totes/Ticket sales Roaming. Assisting performers in making a space. 2pm – Vehicle Procession ensure High Street is clear at New Street Junction by Pharmacy, so Steam Engines can join procession safely
12-2pm*			
2-3pm*			
2-3pm*			
4-6pm			
4-6pm			
6-8pm*			7.45pm Lantern procession starts at the Church. Assist in maintaining road closures and traffic/people control as the procession goes up the High Street. Can rattle for donations
6-8pm*			
7-8.30pm*			
7-8.30pm*			

