Stewards

Objectives of the Role

The role of a Steward is firstly to ensure that all attending an event have an enjoyable time and secondly to support the Clerk and Beadle in the on the day management of the event. They have a key role in enabling guests and members enjoy the event and a positive impression of the Company is projected.

The role is an excellent way to get to know more about the Company and meet other members and therefore is particularly suitable for newer members of the Company.

Specific Activities

The responsibility of the Stewards of the Company is to give a warm welcome to all guests and attendees at Livery events on their arrival. In order to achieve this, they need to:

Be aware of the venue and able to guide attendees to cloakroom facilities or any other facilities that may be required such as lifts or aided access points.

Identify Company Guests on their arrival and to guide and introduce Company Guests
to their allotted hosts, as directed by the Clerk's office.

Ensure that guests and attendees know where they are seated at dinner, if they are unsure.

Ensure that any guests are not left on their own at receptions and introduced to other members.

Steer attendees into dinners as directed by the Clerk or Beadle to ensure timing schedule is adhered to.

To assist with registration at events, if required.

To assist with the preparation of tables as directed by the Clerk or Beadle. For example-placing of name tags, menus, silver, Company treasures or flowers,

Encourage feedback from guests and members and report back to the Clerk any positive or negative comments that can be learnt from.

To assist the Beadle with collection and storage of Company Treasures, as requested.

Work closely with the Clerk's office in case specific details/actions need to be
addressed.

Regalia

The Stewards will wear, on the night, a gown of specific design at the reception. They will also be issued with a glass medallion, suspended from a green collarette.

Responsible to

The Chief Steward.