Dear Level Stewards,

Many thanks for joining the team this year!

Have a read through and check that you're ok with all this, if so, pick up a level steward envelope when you register at Hullzapoppin reception. It will have a red writband ( wear as well as, or swap for your level wristband- you are now officially Team Hull!)

Also a lanyard- this will help venue staff, punters and teachers identify you. If they are a pain in classes (the lanyards!) take them off or pin the badge to yourself instead.

Venue orientation walk at 9pm Friday for anyone who would find this helpful, meet at reception

Ideally you will need to do NOTHING except have fun, but to cover unexpected events like sound system malfunctions, venue issues, teacher emergency needs etc etc, here is a checklist of stuff we thought might be useful for a member of each class to know...

Hullzapoppin Reception

07855 195452

(general enquiries and issues)

At City Hall Friday, Saturday, Sunday; Guildhall on Monday.

Tech Team Phil

07742 996005

Levels and urgent questions

Kerry

07455 159641

Venue issues, general panics

Jane

07968787865

Teacher Team

Emily 07964 182137

FiIRST AID STAFF

Posted at City Hall all weekend, Guildhall on Monday.

call reception with your location if needed, they are available all day and at night for the evening dances

Safety In Swing

Here's the KS code of conduct

http://www.kingstonswing.co.uk/codeofconduct.php

If any one has issues they (or you )

can call reception and arrange to talk to Angela and/or Brett in confidence.

If anyone is in a bit of a state, take them over to reception and we'll take it from there.

Don't feel that you have to actually be responsible for anything, except pointing people in the direction of help😄

Other bits and pieces

Fire exits & alarms:

No alarm tests are scheduled as far as we know, so if you hear anything that sounds like a fire alarm, let the teachers know you should probably get out, and they can use their loud teacher voices to tell the class.

A quick check for the nearest exit in each room might be helpful just in case.

Water for filling bottles should be available somewhere in all venues. Give us a call if it's not obvious and people are desiccating!

Bogs- ditto, feel free to ask venue staff if toilets are not obvious.

Teachers - if you're not super shy or stage struck, say hi to teachers and let them know you're there to help if they need anything-( they should also be primed to look for helpers ) -it should be unlikely due to the expert care of the teacher team, but you never know. If they need something you don't know how to find , call Emily for back up.

Lunch is served in the marquee at City Hall for punters 12 noon-2pm, and for teachers in the Teachers lounge backstage at city Hall.

Everyone should know this....but just in case.....

Door codes : if you have a Class at Hull College Performing Arts Studios you will need the door code: xxx3498

2017 city of culture volunteers should also be there to help everyone find the place and let in any late arrivals.

There's a lot of college equipment in there, so if anyone asks you for the code, check that they have a wrist band, and if in any doubt deny all knowledge and ring reception with their name to see if they are genuinely booked in.

Venues- our KS policy is to try and leave every thing in at least as good a state as we found it, so a quick check for water spillages, lost property and litter etc etc is helpful at the end of classes.

Open windows if you like, but check they get shut again, that sort of thing.

Lost property can go to a big box on reception.

We will contact you directly if one of your rooms has special requirements.

Finally, you are the Eyes and Ears of the event as you'll be interacting and chatting to your group-so do keep us posted if for example, rooms overheat unbearably, people are getting pissed off about something or any unforeseen events occur.

We'll do everything in our power to fix stuff as soon as we can if you let us know about it😄

Ok, so all this is crazy over -kill on the organisational front, and should hopefully be totally unnecessary.

Again, please don't feel you need to take on huge responsibilities, just point anyone with questions in the direction of the above list of people.

If you decide this is all too much and will ruin your weekend, that's fine too, let me know as soon as you can so I can dig out some reinforcements 😄

Massive thanks, and have a great Hullzapoppin 2017, see you there!!

🎉🍷❤️

Kingston Swing - Code of Conduct

Kingston Swing, Lindy Hop in Hull, Lindyhop in Hull, Balboa in Hull, Collegiate Shag in Hull

kingstonswing.co.uk