

# Oxfam Stewards

## Quick guide

**Tips for...**

**Preparing for a festival**



**Oxfam**

This guide aims to give tips for preparing to steward with Oxfam at a festival.

For further info please see  
[www.oxfam.org.uk/stewards](http://www.oxfam.org.uk/stewards)  
[www.oxfam-stewards.org.uk](http://www.oxfam-stewards.org.uk)

# before you pack

when preparing to steward with Oxfam

So you've been accepted to steward with Oxfam and you've got a couple of weeks until the festival. Here are a few tips and suggestions on things you can do to help prepare for the festival before you start packing.

**tent** Unpack your tent and check that all its bits are there (including poles, pegs, correct fly sheet etc).

**shoes** Get your boots/trainers out to check they are waterproof and have decent laces.

**bags** Make sure you have a suitable rucksack or bag (big one) to carry everything to the festival. Trying to carry lots of plastic or inappropriate bags can be a nightmare - you will probably have to carry your stuff some distance so the fewer bags you can get it all into the better.

**shopping** Go and buy batteries/toiletries (wet wipes etc.) in town as buying them on site can be expensive.

**torch** Check that your torch still works ok!

**back-up** It may be a good idea to back up all the data from your mobile/pda/camera just in case.

**travel** Make sure you arrange getting to and from the festival as soon as possible. The [Oxfam stewards lift share forum](#) is a great place to arrange/share lifts and if travelling by train/bus the sooner you buy your tickets the cheaper they will be.

# what to pack

when preparing to steward with Oxfam

So you're ready to start packing! The following is a summary based around suggestions from past/current stewards on what to bring when packing for a festival stewarding with Oxfam.

It may help to gradually start adding things to a pile over the week before the festival until you have everything together. Here are our suggestions on what to pack...

## Pre-festival pack

You should receive this pack 2-3 weeks before the festival. If you don't have this, then you might be turned away at the festival gate. Your pre-festival pack normally includes the following items:

- information on how to get to the site/which gate you will need to access
- information on timings of gate opening hours and registration
- a letter/registration card which will be used as personal ID for access to the festival site
- car parking or campervan pass (if requested and sometimes sent out under separate cover)

## Tent and camping equipment for a good night's sleep

OK, it may seem a stupid thing to remind you about but you would be surprised at just how many stewards turn up without a tent! PLEASE ONLY bring what you need, or think about tent sharing with a friend. The size of your average 1 man tent nowadays could usually sleep a family of four, so don't go for too much luxury. Let's face it - you won't be spending much time in your tent anyway! You will need:

- tent! (complete with pegs/poles etc.)
- sleeping bag
- pillow and blankets
- sleeping mat or airbed/pump
- small folding camping chair (very useful!)

And not essential but some people like to bring:

- mallet/hammer (for bashing down those tent pegs)
- foil blanket (to put over your tent when you're trying to get some sleep during the day under the hot summer sun)
- ear plugs/cotton wool (for light sleepers)

## Appropriate footwear & clothing

- shorts
- hat
- rain coat/waterproof
- waterproof trousers
- fleece/sweater for cold night shifts
- socks/underwear
- flip-flops, trainers
- strong shoes or walking boots, wellington boots etc.

Don't forget wet weather and warm weather outfits. It's easy to forget about warm weather clothes but it can get very cold in the early hours of the morning while on a nightshift. Also it's worth bearing in mind you may have to walk a long way to get to where you're working, and you may be on your feet for your 8-hour shift so it's really important you have some comfy shoes on.

## Toiletries

- toilet rolls/tissues
- wet wipes
- showering stuff/gel/soap etc.
- toothbrush/toothpaste
- towel
- hairbrush
- razor/shaver
- plastic bags/bin bags (for dirty clothing/clearing up etc.)
- and anything else that you think you will need to keep yourself clean and fresh!

Some people prefer to carry around small pocket size packs of tissues as an alternative to toilet rolls.

## Eating/drinking/cooking gear

- plate
- knife & fork, spoon
- mug and flask (for hot drinks both on and off shift)
- plastic bottle (useful to re-fill with water)
- snack food (it may be useful to bring some snack food/pot noodles etc. for the first day or so, to keep you going until all the catering is set-up and running)
- alcohol (if bringing alcohol - please NO GLASS - most festivals operate a no glass policy, so please decant into plastic bottles etc.)
- can/bottle opener/cooking equipment

Please no plastic throwaway stuff, you can wash up your stuff at the water points and, let's be honest, unless you really think you are going to do some serious cooking, don't bother bringing loads of camping cooking equip and food. It's possible to buy all meals on site.

## Medication & personal protection

- medication (prescriptions/inhalers/chemist sundries)
- medical info (allergies etc)/next of kin notification
- glasses/contact lense stuff
- sunscreen/sun hat/sun protection THE SUN IS GREAT FOR A TAN BUT IT CAN ALSO HAVE BOTH LONG AND SHORT TERM EFFECTS ON YOUR HEALTH
- contraceptives - yes that means ALL of you!!

## Stuff you'll need for your shifts

- small rucksack/bag (you'll have loads of stuff to carry to your place of work)
- torch/spare bulb/batteries (or even better splash out on an L.E.D. Torch)
- pen or pencil and small notepad
- mug and flask (mentioned earlier, but essential for filling up and taking on shift)

## Cash/bank card

Let's face it, you're going to need some cash, and it's a lot safer stored in the cash machine than in your tent. If you are planning on bringing a wallet, please take out everything you won't need for the festival.

- your bank/cash card (Most of the larger festivals have cash machines on site)
- cash (If you must bring large amounts of cash with you, don't keep it in one place. Spread it around in your tent)

## Valuables

Don't take anything to a festival that you can't afford to lose. If you are worried, use the site lock-ups. They are free on most sites. We try to keep the stewards area as safe and secure as possible on most sites, but we can't look after your gear at the Oxbox so please don't ask us to, unless it's medication. Mark all valuables with house no. & postcode.

- keys (take all the other keys off your keyring except the ones you need just in case you lose them)
- mobile phone/spare battery
- camera/spare batteries (great to have but only if you can afford to lose it!)

## The all important extras!

What else might I need to make my stewarding experience the best ever?

Well, we could go on forever with this question but here are a few non-essential things that past stewards have suggested we add to this section:

- book or something to read
- lanyard (to attach your Oxfam pass/festival guide/torch around your neck)
- duct tape or gaffer tape (multitude of uses!)
- solar or wind up mobile phone charger

# pre-festival checklist

before leaving to steward with Oxfam

Ok so you've packed your stuff and you're ready to go, but before you leave make sure you have packed...

- your pre-festival pack including your Oxfam entry ID
- all medication/glasses
- cash/cash card
- any bus/train tickets you may need to get to site

And make sure you know... (this info can be found in your pre-festival pack)

- what time you can enter the festival site
- which gate you need to enter site through
- what time registration is at (so you know what time to arrive for)

Keep an eye on the [www.oxfam.org.uk/stewards](http://www.oxfam.org.uk/stewards) or the [www.oxfam-stewards.org.uk](http://www.oxfam-stewards.org.uk) websites for late updates or changes to entry instructions.