

## WHAT IS THIS DOCUMENT?

This is a copy of the stewards guide for delivering LOW PROFILE's project *PEOPLE (2022)*. This document has been written by Phil Rushworth who worked as lead Producer on this project as part of [Flock South West](#), a contemporary art production agency based in Plymouth.

This document outlines the key information that the stewards needed to have to hand on the day (as a printed copy). Previous to this there has been an in person training session (see stewards training summary).

This document is shared to help share knowledge around the production of large scale, participatory artworks in the public realm. LOW PROFILE and Flock South West hope that this might be useful information for anyone planning their own art events and also to give an insight into the making and delivery of this artwork for those who want to know more!

[PEOPLE \(Plymouth\) 2022](#) was made possible thanks to funding from Arts Council England, supported by National Lottery Players, 154 crowdfunder backers, Plymouth City Council's City Change Fund, and The Gane Trust.

The project was produced by Flock South West CIC and supported by our partners POP (Plymouth Octopus Project), Our Plymouth, Plymouth Culture, Plymouth City Council, The Box, and Nudge Community Builders.

## HOW CAN I USE IT?

You are free to use this information to help you plan your own events - we just ask that you credit LOW PROFILE and Flock South West at appropriate points.

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# PEOPLE

P1 E1 O P2 L E2

An artwork by local artists **LOW PROFILE** who have invited hundreds of people who live or work in Plymouth and volunteer their time in different ways to come together to recreate a photograph that was taken 40 years ago, by standing in formation to make the word **PEOPLE** with their bodies

## Key Numbers

Phil: XXXXX XXXXXX

Lucy: XXXXX XXXXXX

## Minor Accidents

- Call/ radio for help
- Stay with casualty (if there is no danger to yourself) until a first aider attends. They may ask you to stay and help.
- If they are mobile - move them to the grassy area OR ask people to step away
- We'll make a decision on what to do next.

## Serious Accident or Emergency

- **DO NOT PUT YOURSELF (or others) IN DANGER.**
- **EVACUATE AREA** if yourself or others are in immediate danger
- **Call 999** if there is immediate threat
- **Event Manager to be notified** (ask another steward to find a radio if you are calling 999)
- Stay with casualty **ONLY** if it is safe to do so until first aider or one of core team relieves you
- We will need to halt the event and clear the area and stewards will be asked to deal with this.
- **PLEASE** do not leave the HOE area until you have been accounted for

## Briefing

### As Participants Arrive:

- **Thank you for coming**
- Check that they are here to take part in
- PEOPLE today & understand that their photo be taken today by an aerial drone & our roaming documenter
- Great we are now going to put you into your position so please follow me

### Briefing Participants at Letter

- This is your position (note the line)
- Goody Bag
- Explain Bookwork and invite them to join speech
- Flyer for downloading image afterwards
- Limited edition badge
- Check that makes sense
- When barriers are taken away – we're nearly ready to go – face the sea and be ready to listen
- We will lead you from stools
- They are free to go after applause

## Lost Children

### If you find a lost child:

- Immediately find another steward so there are two of you
- Make sure the Event Manager is informed (by radio)
- Two stewards wait with child
- Phil or Lucy will come and handle the situation

### If a lost child is reported to you:

- Reassure guardians that a procedure is in place
- Ask for a name/ description of the child
- Make sure Event Manager is contacted and relay description
- Await instructions