

BABA AGM & conference 2026 – Milton Keynes Museum

Stewarding Brief

Timothy Puddephatt – 2026 AGM Event Co-ordinator

Key Event Staff:

Event manager: Freddie Suffield (Vice Chairman)

Site manager: John Pearson (MKM Volunteer)

Production manager: Tim Puddephatt (Event Co-ordinator)

Forge master: Phil Carter (Ordinary Member)

First aiders: Ned Willet & Stan Lawler

Main responsibilities:

At the AGM Event this year we need stewards to fulfil two* major roles:

1 - Directing the Delegates and the Public, assisting & advising where necessary, and being available to answer or facilitate any questions asked.

2 - Help with the setup of the Talk and AGM Area.

3*- Tea & Coffee run in the forge area...

Stewarding areas:

There are 10 stewarding tickets available – we will organise the stewards into 5 half day shifts from Friday to Sunday afternoon.

Reception – one steward for the Friday to man the entrance and direct and confirm delegates with MKM staff. And then direct the Delegates to Registration (in the main forging area).

Camping – One steward on the Friday to direct campers to their spots for the weekend.

Main forging area – two stewards per day to help answer public questions and keep the forge area safe and tidy.

Education room -one steward to man the education room and keep the objects there safe and secure.

General Site stuff – Help set up and set down the AGM space on the Saturday morning, and set up the talk space on Friday and Saturday evening. Help take down the event on Sunday afternoon.

We would also ask those wanting to do the event stewarding if they can be available on Wednesday or Thursday before the event to help with the set up of the marquees and the forge space.

Stewarding is a fantastic opportunity to help out with an event, network with the event team, invited masters & your fellow smiths. To reflect the level of work we are asking you to help out with we are offering Stewards a reduced ticket price and the event t-shirt for free.

If you are interested in stewarding the event and can help out with the setup, book a stewarding ticket and the Event co-ordinator will be in touch.