FRIENDS OF DISS MUSEUM

2016 Committee: Chairman/Secretary, David Young; Vice-Chairman, Mike Clarke; Treasurer, Brian Horner; Sally Payne; Basil Abbott (ex-officio)

David Young, 34, Louie's Lane
Diss, Norfolk, IP22 4LS
Tel. 642168 Email:- fodimus@gmail.com

Dear Steward, 24th February 2017

As mentioned in the Pre-Season Notes, we hope to **introduce a new system of steward co-ordination based upon each steward's preferred days.** This actually harks back to the note that Rosemary Palmer gave me when I first joined the co-ordination team. This is what it looked like. CB etc. refers to the steward's name.

CB & JW: 2nd & 4th Friday, 1st duty
CG: 2nd & 4th Saturday, 1st duty
MH: every Wednesday except 3rd & every Sunday except May 15th
AJ: Every Thursday
EM: 2nd & 4th Saturday, 2nd duty
RP: 1st, 3rd & 5th Friday 1st duty & 3rd Wednesday
MW: Every Friday 3rd duty

Opening Hours: In a 2015 survey, asked: *What prompted your visit?* 48% of respondents said they *saw the building while passing,* which implies an unplanned visit. 57% of respondents were in the 50+ age groups - which implies those with more leisure time. Could more opening hours yield more visits? If so, should this be morning or afternoon? Our own 2016 diary statistics for Fridays & Saturday show that we had 27% more visitors 10-1 than 1-4. Also, visits from 3-4 were 41% down on hourly average. These figures have prompted us to cut the last hour and try morning opening Sunday through Thursday leaving Friday and Saturday unchanged.
We have illustrated this as a table and have posed a list of questions to help you choose your preferred shifts and "tick the boxes". Remember – with your co-operation this will be flexible, NOT cast in stone! **Please send it to me as soon as possible** and Sally and I will develop a plan**.** Many thanks for your help. Kind regards, David.

Name of Steward

……. Date……

How would you like to work?

Alone ____ *With a random colleague allocated by the co-ordinators ____*

With a regular partner arranged by yourself ____ *whom? _____*

Duration of shift

Less than 1 hour at a time- please specify _____ *1 hour at a time ____* *2 hours at a time ____*

More than 2 hours at a time ____ please specify _____

How many hours can you spare?

Less than 2 hours per week - please specify _____

2 hours per week ____ *More than 2 hours per week – please specify _____*

Which parts of the week would you be available to work? Please tick in the relevant boxes in the grid below

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 -11 am	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx		
11 -12 am							
12 – 1 pm							
1 – 2 pm							
2 – 3 pm							
3 – 4 pm	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx		