THE CIRENCESTER TAPESTRY PROJECT



VOLUNTEER STITCHER BRIEFING SHEET

Thank you for giving your time and expertise to help us get the Cirencester Tapestry across the finish line! Because these sessions are self-run by our volunteer team, this sheet covers the practicalities, stitching guidelines, and safety steps you'll need for your shift.

1. ARRIVAL & VENUE LOGISTICS

- Venue: Corinium Museum, Park Street, Cirencester (until further notice). You may be asked to sign in and out by the museum reception team.
- Access & Materials: On arrival, please head to our stitching space, just to the right of the main reception desk, by the pottery wall. Our wall panels will be on display, and all materials and yarns will be stored in baskets next to the stitching table. We won't be using the practice table for the remainder of the project, but embroidery hoops are still available, should you want to practise your stiches before diving in.
- Ops Team Check-In: Sessions are unstaffed by formal tutors, but a member of the Festival Ops team will drop by daily to check progress and supplies, and answer any questions.

2. MATERIALS & STITCHING GUIDELINES

Hand Hygiene: Please ensure hands are clean before handling the canvas or wools – and no food or drink near the tapestry frame, please!

Handling Thread: Please take all threads from the yarn cones next to the stitching table. If stocks are running low, you can take additional wool from the available skeins, but these need to be wound onto individual yarn cones first – please don't pull directly from open skeins to avoid tangling. Cut thread lengths to forearm length (approx. 40–50 cm) to stop natural dyed wool from fraying or knotting and please use leftover lengths where possible to minimise yarn waste.

Stitches & Palette: Our information panels from festival week will be on display to remind you of the three stitches we're using, taken from the real Bayeux Tapestry. Don't worry about being totally literal about colour choices - the real Bayeux Tapestry had quite an abstract palette (note display board!) The important thing is that we keep a good overall balance of colours, without running out...

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3. SESSION ROUTINE & SHARPS SAFETY

Setup: Uncover the frame, move the protective cordon carefully to one side (so it's tucked away and doesn't present a trip hazard) and remove 'please don't touch' notices.

Sharps Policy: Please keep all needles in the pin cushions provided and don't leave them loose on chairs, the frame or the floor. Scissors should be packed away in the relevant basket at the end of each session, or if leaving the frame unattended.

Pack-Down and Leaving the Frame Unattended: Please make sure all needles and scissors are packed away and clear away any rubbish. Leave all materials tidy, tuck in chairs ready to welcome the next volunteers and replace 'please don't touch' notices and protective cordon.

4. HEALTH, SAFETY & SAFEGUARDING

Public Interaction: These sessions are dedicated working shifts for our volunteer stitchers. While visitors may pause to watch, volunteers are not expected to run public teaching sessions or manage unbooked groups: this will be made clear on posters next to the tapestry, which will encourage experienced sewers to sign up for a volunteer slot using a QR code. If you would LIKE to invite a member of the public to sew with you, there is space at the stitching table and they have a basic level of competence, please do – but there is absolutely no obligation.

Minors: Children under 16 must remain under the supervision of their parents/guardians at all times.

Museum Emergency Procedures:

- First Aid: Located at the museum reception desk. Please alert museum staff if assistance is required.
- Fire & Evacuation: if a fire alarm sounds, please exit via the main reception doors and assemble outside the large Bathurst gates opposite, on Park Street.

Safeguarding & Incident Reporting: If you observe inappropriate behavior, feel uncomfortable, or have a safety concern, please report it immediately to museum staff or call the Festival Safeguarding Lead directly.

8. KEY CONTACTS ON THE DAY

Volunteers:	Di	07774218408	di@cirencesterhistoryfestival.org
Supplies:	Jess	07866688027	jess@cirencesterhistoryfestival.org
General enquiries:	Clare	07834452098	clare@cirencesterhistoryfestival.org
Safeguarding:	Victoria	07767392056	boxoffice@cirencesterhistoryfestival.org

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