



Show Organising Committee ~ Portfolio Overview

FOOD VANS & CATERING

This portfolio plays a vital role in the seamless organisation and delivery of the Show.

The aim is to provide a diverse and appealing range of food options, drinks and food van sizes to cater to the needs of all attendees. This includes sourcing vendors that offer something for everyone, from traditional favourites to unique and local specialties.

By carefully curating this mix and coordinating vendor participation, this portfolio not only enhances the visitor experience but also supports local businesses and showcases culinary talent. It ensures that food and catering contribute to the overall success and enjoyment of the Show.

Time Commitment

The time commitment for this volunteer role averages around 3-4 hours per week, though this can vary throughout the year. In September and October, the workload tends to increase, while other periods are generally lighter.

Monthly Committee meetings are held on the second Monday from March to December, usually lasting up to 2.5 hours. All Committee members are encouraged to do a bit of light reading and note-taking beforehand, to help meetings run smoothly and efficiently.

In the week leading up to the Show, there's a significant amount of work to be done. Committee members and casual volunteers will come together to tackle various tasks, ensuring everything is ready for a successful Show Day.

Portfolio Responsibilities

- Keep track of the event timeline and share monthly updates with the Committee.
- Coordinate a variety of food options, drinks and van sizes to suit the event.
- Act as the main contact for food van vendors, ensuring clear communication.
- Work within the allocated budget, recording all income and expenses with the Treasurer.

Portfolio Skills

- Comfortable using relevant technology, including Microsoft Office (Outlook, OneDrive, Word, and Excel).
- Skilled at managing vendor applications and assisting with coordinating site plans.
- Clear and consistent communication, keeping vendors and committee members well-informed.
- Detail-oriented, ensuring documentation is compliant.
- Quick problem solver, able to handle logistical challenges or last-minute changes without missing a beat.
- Passionate about the local community and excited to make a meaningful difference.

Timeline

March Meeting

- Fee review discussed and fees for current year endorsed.

March (post meeting)

- Download and complete current form - *Shire of Toodyay - Stallholder Application - Food and Food Products*.
- Update Application Form. *Note, currently the form / package is available only by request, the website <https://toodyayagshow.com.au/stallholders/> directs interested parties to email the Society.*
- Set up email list, including last year's attendees / applications / expressions of interest / new vendors.
- Email all vendors to advise that applications are open, and that they can reply to be sent the application package.
- Prepare and send email package including updated application form, information letter, Shire of Toodyay Food and Food Products form and Regulation & By-laws.

April - May ongoing

- Maintain the list with confirmed vendor details as applications are received, including a wait list in case of cancellations.
 - Reconcile all payments with the Treasurer's record of bank deposits, until closing date.
 - Check and confirm the accuracy of information on all applications:
 - *Food/s to be sold agree with your understanding.
 - *Valid 'Certificate of Currency' for public liability insurance for Show date.
 - *Valid 'Certificate of Registration of a Food Business'.
 - *Shire 'Food and Food Products' form completed.
 - *Power requirements.

June

- As per Community EOIs, liaise with Sports Pavilion caterer (*payment via donation*) and Youth Hall caterer (*payment via supply of Morning Tea*)
- Confirm supplier of Friday Lunch (refer Casual Tasks – 3 volunteers from 9am to midday)
Venue: served from Youth Hall Kitchen
Time: 11am
Numbers: 70 rounds of sandwiches
Requirement: Mixed sandwiches (including gluten free, vegetarian and vegan options), with coffee/tea (should already be set up) and fruit juice/water. Note: includes shopping for supplies (list provided)
- Confirm supplier of Friday Supper (refer Casual Tasks – 3 volunteers from 3.30pm to 7.30pm)
Venue: Youth Hall verandah – served from Youth Hall Kitchen
Time: 5.30pm
Numbers: 35
Requirement: assortment of hot and cold savoury items, with coffee/tea (should already be set up) and fruit juice/water. Note: includes shopping for supplies (list provided)
- Confirm supplier of Show Day Official Morning Tea – Community EOI vendor
Venue: Youth Hall verandah – served from Youth Hall Kitchen
Time: 10am
Numbers: Up to 60 invited, generally around 30-40 in attendance
Requirement: bitesize savoury and sweet items, coffee/tea and fruit juice/water

July

- Liaise with Ground Space re draft site plan.
- Ongoing liaison with President and Administration Officer regarding Official Morning Tea requirements and proposed numbers.

August

- Applications close, in September, start to ensure that all insurance is current and follow up any required forms / payments (cross reference payments received by Treasurer), follow up any discrepancies. No insurance - no attendance.

September

- Email all food vendors:
 - *Information letter
 - *Location map showing gate entry
 - *Electrical tagging requirement
 - *Confirm power requirements (update Ground Space & Equipment)
 - *Two entry passes per application will be available at gate on arrival (additional to be purchased)
- Liaise with Ground Space to collate Stallholder documentation to be provided to the Shire Events Coordinator for processing.
 - Prepare USB with copies of all forms (one folder per vendor):
 - *Application (Shire form)
 - *PLI Certificate of Currency
 - *Valid 'Certificate of Registration of a Food Business'.
 - * Shire 'Food and Food Products' (where applicable)

September/October

- Liaise / meet with Shire Events Coordinator to submit forms (those with food require certification by the Health Officer), including location map of vans.
- Confirm numbers for catering (Friday Lunch, Friday Supper and Official Morning Tea) and notify relevant operators.
- Monitor attendance of food vans that have been booked, replace any cancellations – if unable to book a replacement advise other food vans of 'shortage'.

Show Week Monday, including Meeting

- Provide Food Van vendor list to Administration Officer, Treasurer and Gate Welcomer (Ground Space to provide final Site Plan).
- Receive entry wrist bands, as requested, from Administration Officer. Place 2 in an envelope for each food van for access / distribution on arrival at Gate 1 on Show Day.

Show Week Tuesday

- Mark out food van sites with assistance from Ground Space.

Show Week Friday

- Confirm with Equipment & Maintenance that power boxes and generator/s are ready for food vendor access and use.

Show Day

- Coordinate arrival and set up of food vans on Show Day, including provision of wrist bands.
- Ensure each vendor has Health forms displayed (provided to each vendor directly from Shire Event Coordinator).
- Liaise with vendors, and be main point of contact throughout Show Day, assist with issue solving and note any verbal feedback.

November

- Seek feedback and review for recommendations for next year (present at November meeting).
- Assist with Volunteer Thank You event (Saturday following the second Monday in November).
- Update this document, and any relevant supporting documents for next year.
- Spreadsheet
- Booking Form