



Show Organising Committee ~ Portfolio Overview

SCHEDULE COORDINATOR – SHOW RECORDER

This portfolio plays a pivotal role in the success of the event by ensuring all competition-related details are meticulously prepared, recorded and managed.

This role combines organisational precision with technical competency to maintain the integrity and efficiency of the event's competitive elements. The Schedule Coordinator - Show Recorder serves as the central point for all schedule-related matters, contributing to a seamless and professional event experience.

Time Commitment

The time commitment for this volunteer role averages around 2–3 hours per week, though this varies throughout the year. In September and October, the workload increases greatly with exhibit data entry and provision of the Judges Files to the Chief Steward.

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 submit monthly updates to the Committee.
- Prepare a detailed listing of sections and classes available for entry, ensuring the Schedule is clear, accurate, and accessible for exhibitors.
- Run the ShowDay program to streamline entries, tracking and organisation of all exhibitor information.
- Accurately enter all exhibitor submissions into the system, ensuring data integrity and smooth processing of entries.
- Record all judging information promptly, ensuring results are captured accurately and shared appropriately.
- Ensure expenses and income are in line with the allocated budget and recorded via the Treasurer.

Portfolio Skills

- Comfortable using technology, including Microsoft Office (Outlook, One Drive, Word and Excel), along with familiarity with (or happy to learn) ShowDay Online.
- Skilled at accurate data entry with strong computer literacy.
- Detail-oriented to ensure all content is accurate and shared with the right Committee members on time.
- Clear communicator and friendly collaborator to engage with exhibitors, judges and Committee members.
- Confident with the structure of the event (sections and classes), flexible and calm under pressure.
- Passionate about the local community and excited to make a positive difference.

Timeline

February (post meeting)

- If possible, liaise with last year's portfolio coordinator for a handover.

March (post meeting)

- Show Day program (update).
- Liaise with Chief Steward to discuss recommendations from the post-Show Steward and final Committee meetings to be incorporated into new Schedule.

April

- Seek quotes for Schedule printing.
- Stewards' details to be provided by Chief Steward for inclusion in the Schedule.
- Ongoing liaison with Chief Steward and Schedule Prizes & Advertising Coordinator.

May

- Deadline for Prize & Trophy Donations / Schedule Advertising is 31 May.

June

- All Prize & Trophy Donations / Schedule Advertising details to be provided by Schedule Prizes & Advertising Coordinator.

July

- Schedule to printers.
- Schedule placed online and entries open.
- Hard copy is posted to members and available from the Toodyay Visitor Centre and Makit Hardware (once received from printer).

August

- Start processing entries.

September

- Collect entries from entry boxes/post box after closing date/time, enter data into Showday Online to prepare Section judging files.
- Attend Stewards Pre-Show Meeting (usually 9.30am on the third Saturday in September) to answer queries relating to the software used to record and track entries.

October

Show Week Monday

- Ensure Section Entries copy has been provided to Chief Steward.

Show Week Tuesday

- Provide electronic and hard copy Judging Files to the Chief Steward, and discuss any matters relating to classes, entries or the Schedule in general.

Show Week Friday

- Provide Receipt File to the Chief Steward and be available add times to assist with exhibitor queries.
- Add Judging details.

Show Day

- Add time and details.

Post-Show

- Attend Stewards Post-Show Meeting (Saturday, 9.30am, two weeks after the Show).

November

- Prepare summary for final meeting, noting any issues and recommendations for next year.
- Assist with and attend Volunteer Thank You event (Saturday following the second Monday in November).
- Update this document, and any relevant supporting documents for next year.
- Checking for additional items.