



Show Organising Committee Volunteer Guide

CASUAL VOLUNTEER TASKS ~ How These Roles Fit

These roles are a great way to lend a hand and be part of the Show without a long-term commitment or Committee involvement.

Casual volunteers help with one-off tasks as needed, providing practical support that makes a real difference to how smoothly the Show runs. Tasks vary, and we'll always be clear about what's involved before you say yes. Any agreed costs are reimbursed.

Every task helps create a great experience for visitors, and it's a lovely way to connect with others, contribute to the community, and enjoy the buzz of Show Day from a behind-the-scenes perspective.

If you'd like to help out, meet new people and support Toodyay's oldest event — even just now and then — this is a perfect place to start.

Time Commitment

The time commitment for these roles varies, and an estimate is noted with the task description.

Opportunities

Your *Expression of Interest* can be sent to toodyayagsociety@gmail.com for consideration by the Committee (ideally prior to 31 May, noting that the Signage Placement task commences in April).

Signage Placement

In liaison with the TAS Publicity Coordinator

Estimate 24 hours – would require the use of own vehicle. *Note: the roadside signs are mounted on star pickets, volunteer would need to be able to manage this.*

- Late April: put out Animal Signs (5), Magnets (8), Roadside (6) and Banners (3) before Moondyne.
- Early May: collect Animal Signs (5), Magnets (8), Roadside (6) and Banners (3) after Moondyne.
- Late July: put out Animal Signs (5), Magnets (8), Roadside (6) and Banners (3) before Avon Descent / Dowerin.
- Early October: collect Animal Signs (5), Magnets (8), Roadside (6) and Banners (3) after Show.

Three Annual Competitions

In liaison with the TAS Publicity Coordinator (supported by the Funding, Sponsorship & Grants Coordinator)

Estimate 20 hours total plus Show Day.

- June: Confirm sponsors/support with the Funding, Sponsorship & Grants Coordinator.
- Consider new ideas to prevent ideas getting overused and creating less impact.
- Early July: Update existing T&C (Word) documents and export to PDFs. Create/collect/update/request required documents (ie entry forms, exercise book, social tile).
- Late July: Liaise with TAS Web and TAS Facebook for promotion and publication – each are normally released 3-4 weeks before their draw.
- August: Organise all items required for each competition (ie collection boxes, prizes for presentation).

1) Pre-Show

Prize:	Family Entry + Show spending money, approximately \$150
Purpose:	Show promotion
Announced:	Two weeks before the Show

How: Currently “Guess the Length” – a Rusty Roll image online, length guesses are made in the comments, closest to the actual length wins (refer to T&Cs for more information).

2) Gate Entry

Prize: Donation by Sponsor (*ie 2024 was Boshack, value \$1,000*)
Purpose: Collect information on where visitor is from (postcode) and how they heard about the Show, along with encouraging interaction throughout the Showgrounds.
Drawn: At the Show during the Award Presentations
How: Currently, hunt style activity to encourage visiting multiple places in the Showgrounds, winner drawn at random (refer to T&Cs for more information).

3) At Show

Prize: \$50 cash (\$30 first / \$20 second)
Purpose: Encourage interaction with the livestock/agricultural section at the Show
Announced: At the Show during the Award Presentations
How: Currently a pre-weighed Heifer penned at the Show (alternative could be “Guess the weight of the Fleece” TAS have scales), weight guesses are recorded in an exercise book (name / guess / phone number), closest to the actual weight wins (refer to T&Cs for more information).

Annual Emergency Scenario

In liaison with the TAS Entertainment Coordinator

Estimate 10 hours total plus Show Day (midday to 1pm display + set-up).

Coordinate DFES (Toodyay VFRS), WA Police and St John Ambulance to attend on Show Day – along with organising a wrecked vehicle (*ie car, motorbike, car towing a trailer or caravan, tractor*), including transport to and from the Showgrounds, plus ‘victims’ (has been Curtin volunteers in past) and their ‘stage’ make-up.

How to document, with contacts, provided.

Annual Timber Milling

In liaison with the TAS Entertainment Coordinator

Estimate 10 hours total plus Show Day (4 hours).

Coordinate supply and collection of wood for Timber Milling Demonstration, along with selling and delivery to / collection by buyers of the timber post-Show. Note, this task does not have to be done, but it’s a great fundraiser.

To Do

- August: confirm vendor, supplier and transport.
 - Vendor: Lucas Mills, contact Jamie 0414 748 782 – we can only organise this if the vendor is attending (noting they utilise three 7mx7m bays).
 - Supplier: currently Charlie Wroth (donation).
 - Transport: George Murray (donation).
- September: liaise with Publicity / Social Media to promote the demonstration including that wood is available for sale and that special cuts can be catered for.
- Show Week Friday: arrange for the wood delivery of logs in liaison with Jamie.
- Post-Show:
 - Sawdust to be cleaned off the Oval.
 - Cut timber will need to be sold (if not already), and stored (in the Wool Pavilion) until pick-up/delivery.

New Activities

In liaison with the TAS Entertainment Coordinator

Hours would be dependent on the nature of the activity proposed.

Local organisations can propose activities which they would like to coordinate and run on Show Day, for example, as previously suggested (but the Committee have not had the resources to run):

- **Chocolate Wheel** – very popular but local Lions' haven't had the human resources to be able to run it. Ballajura Lions had one at Gidge Show, this could be a back-up contact, or approach local Golf Club or Bowling Club (they have done it in the past).
- **Farm Skills Challenge** – check Koorda Show for more information as this is where the idea came from. Also, Northam Show host the Young Farmers Challenge every year (and won the National Finals in 2024!). Contact Simon Reynolds or Fiona Brown in Northam for any local assistance, also reference the Young Farmers Challenge Handbook.
- **Fundraising Sausage Sizzle** – feedback from attendees noted this would be a good food option.
- **Garden Competition** – judged the week before the Show, popular for a number years. The local Garden Club could run it, would need to consider supporter for prize.
- **Toss the...** – could be a work boot or a welly or a hay bale. Old fashioned / agricultural, group could ask for gold coin donation to fundraise. Suggest approaching the Toodyay Agricultural Alliance or Toodyay Historical Society.
- **Tractor / Ute Pull** – this was a previous Show activity, check Piawaning Expo for more information, as they regularly run one.
- **Trail** – York promote a Scarecrow Trail as a pre-Show promotional competition, we tried once, not a lot of engagement, some ideas for a different kind of visible interaction would be great, maybe something on a gate?
- **Tug-o-War** – could be run by a group of organisations as a competition against each other?
- **Other** – approach the Committee with your idea!

AvonLink Show Special Train Show Bag

In liaison with the TAS Publicity Coordinator

Estimate 12 hours.

- Save all receipts to seek reimbursement from Society.

August

- Update puzzle book contents in Canva (10 pages).

September

- Print 30 x 10-page (5 sheets) A4 puzzle book in full colour, double sided. *I did this at work, would be about \$225 via Officeworks, not sure how much cheaper via CRC? Maybe we could make it into an A5 booklet to save costs?*
- Print 30 copies of the Entertainment Program in full colour, double sided. = \$45
- Purchase additional items *I usually go the Officeworks, but can also check The Reject Shop*
Plain paper bag with handle (*ie Otto Kraft Bags Medium Brown 5 Pack | Officeworks @ \$6.58 for 5 = \$39.48 if we make the booklet smaller we can get a smaller bag*).
- Sticker Books (*ie Kadink Merit Sticker Book Everyday | Officeworks @ \$3.49 for 5 sheets – 1 sheet per bag = \$20.94*)
- Little coloured pencil pack (*ie Keji Coloured Pencils 12 Pack | Officeworks @ \$1.49 – 6 pencils in each bag = \$22.35*)
- Fill bags.
- Attach a DL flyer to each as a 'tag'.
- Take some photos!

Show Week (Tuesday / Wednesday)

- Deliver to East Perth Train Station.
- Take some photos, share a little story.

Oval Line Marking

In liaison with the TAS Ground Space Coordinator (supported by the Equipment & Maintenance Coordinator)

Estimate 4 hours (4 people required).

- Show Week Tuesday, 9am to 1pm (approx.): assist with marking out Oval and other areas of the grounds.

Event Set-up

Friday Task List to be allocated by the TAS Ground Space Coordinator

Friday before Show, variable times.

Selfie Spot

In liaison with TAS Ground Space Coordinator

Friday before Show, all materials to be supplied by volunteer

Heidi Malone's 'recipe' for a Big Chook!

- 1 x large round bale on its side
- 1 x square bale attached to the round bale with a reo bar (head)
- Wings from an acacia bush
- Bottlebrush for neck thingy
- Toilet rolls for eyes with black tape in the tube
- Dead cycad/palm fronds for the tail
- Attach all the bits with loops of wire hammered into the bale and material tucked under the loops
- I made the beak and crest from polystyrene and cardboard and glued on tissue paper in yellow (beak) or red (crest)



Volunteer Lunch Catering

In liaison with the TAS Food Vans/Catering Coordinator

Friday before Show, 9am to 1pm (2 people)

*In relation to food handling it is suggested that at least one person undertakes the online **Food Safe** course. Visit <https://foodsafeonline.com.au/> and enter **FSTOODY342** to have the \$35 fee waived.*

- Meet with Food Vans/Catering Coordinator to confirm availability of utensils etc
- Shop for supplies, as per list provided (includes gluten free wraps, white and multigrain bread, whole fruit) place on TAS Account – *number will be provided*)
- Prepare 70 rounds of mixed sandwiches in the Youth Hall Kitchen *consider pre-purchasing / preparing curried egg filling, very popular!
- Plus coffee/tea and fruit juice/water (all day)
- For up to 50 people, available from 12 noon
- Kitchen area to be cleaned and tidied
- *Fridge to be cleared at 2pm, into eskies – fridge available for Supper / Saturday caterers*

Volunteer Supper Catering

In liaison with the TAS Food Vans/Catering Coordinator

Friday before Show, 3.30pm to 7pm (3 people)

*In relation to food handling it is suggested that at least one person undertakes the online **Food Safe** course. Visit <https://foodsafeonline.com.au/> and enter **FSTOODY342** to have the \$35 fee waived.*

- Shop for supplies, as per list provided
- Prepare/heat variety of hot and cold foods in the Youth Hall Kitchen, in the past – depending on the weather - sandwiches, zucchini slice, party pies and sausage rolls served on platters or soups with crusty bread have been served (need to be mindful of dietary requirements, ie gluten free, vegetarian, vegan)
- Plus coffee/tea and fruit juice/water (continue from morning / lunch)
- For up to 50 people (Stewards, Judges, Committee, casual Volunteers), served from 5pm to 6pm
- Ensure that the Chief Steward is aware that supper is served, and assist with letting everyone know
- Kitchen area to be cleaned and tidied

Event Welcome / Parking Onsite

In liaison with the TAS Ground Space Coordinator (in collaboration with the Equipment & Maintenance + Food Vans/Catering + Entertainment Coordinators)

Show Day, 6am to 10am (8 people)

- Welcome and placement of stallholders, exhibitors, food vans and entertainment.
- Monitoring of parking near Poultry Shed and Cottages.
- Assist with Equestrian parking.

Treasurer Assistant

In liaison with the TAS Treasurer

Show Day, 9am to 5pm (to be confirmed)

- Assist in the Treasurer's Office, as required.

Treasurer Runner

In liaison with the TAS Treasurer

Show Day, 9am to 4pm (to be confirmed)

- Assist the Treasurer, including liaison with Gates – picking up monies and providing general support.

Event Clean-up

Friday Task List to be allocated by the TAS Ground Space Coordinator

Sunday after Show, variable times, from 6am through to 2pm.

Volunteer Clean-up Catering

In liaison with the TAS Food Vans/Catering Coordinator

Sunday after Show, 10am to 11.30am (1-2 people)

*In relation to food handling it is suggested that at least one person undertakes the online **Food Safe** course. Visit <https://foodsafeonline.com.au/> and enter **FSTOODY342** to have the \$35 fee waived.*

- Shop for supplies, as per list provided
- Prepare in the Youth Hall Kitchen (simple finger food, slices / biscuits)
- Plus coffee/tea and fruit juice/water
- For up to 40 people, served from 10.30am