



## Show Organising Committee Volunteer Guide

### CHIEF STEWARD ~ How This Role Fits

This role helps make sure the Show's exhibition sections run smoothly and are a positive experience for everyone involved — from exhibitors and stewards to judges and visitors.

The Chief Steward coordinates the stewarding and judging of the various exhibition sections listed in the Show Schedule. This includes organising volunteers, supporting stewards in their roles, and working with judges to ensure judging is fair, well-run and consistent with the Show's standards.

By keeping things organised and communication clear, the Chief Steward helps showcase the incredible range of local skills, produce and creativity on display. It's a role that plays a big part in celebrating our community's talent and ensuring the exhibition side of the Show runs seamlessly.

#### What to expect timewise

The time commitment for this role varies across the year. On average, it is around 2–4 hours per week, increasing gradually from July to September as the Show approaches.

The busiest period is the lead-up to and week of the Show, when the commitment can increase to around 20–30 hours as final preparations, steward coordination and judging arrangements come together.

Committee meetings are held on the second Monday of each month (March–December) and usually run for up to 2.5 hours. Doing a little reading or preparation beforehand helps meetings run smoothly.

In the week leading up to the Show, it's very much a team effort, with Committee members and casual volunteers working together to ensure everything is ready for a successful Show Day.

#### What this role involves

- Keeping an eye on the overall exhibition timeline and sharing brief progress updates with the Committee
- Working within the agreed budget and liaising with the Treasurer about any income or expenses
- Working closely with the Schedule Coordinator and Schedule Prizes Coordinator throughout the year
- Coordinating and communicating with Stewards, Judges and volunteers, including supporting welfare needs during Friday judging
- Acting as a key point of contact during stewarding and judging, helping information flow smoothly between Stewards, Judges, the Show Recorder and the Administration Officer
- Helping resolve any issues on the day by working with Stewards and Committee members
- Exploring opportunities such as exhibitor workshops to encourage participation and support community entries
- Reviewing and updating the Chief Steward handover notes after the Show and ahead of the AGM
- Holding a Toodyay Showgrounds key for Society business, and using it responsibly

#### This role would suit someone who...

- Is comfortable using everyday technology such as email, Word and Excel (experience with Mail Merge is a bonus, but not essential)
- Enjoys being organised and working with people
- Has a genuine interest in the local community and likes helping things run smoothly
- Feels confident communicating with volunteers, exhibitors and judges

## Timeline with Task Descriptions

### March

- Liaise with the immediate past Chief Steward and the Schedule Coordinator to discuss **recommendations** from the post-Show Stewards and Committee meetings. Incorporate into the current year as appropriate, including gaining Committee approval where required.

### April

- **Sashes and Ribbons:** stocktake, excluding Equestrian, (Show Office cupboard).  
1<sup>st</sup> and 2<sup>nd</sup> (blue silk), 50 ribbons required per year.  
Best Exhibit (maroon fabric, gold font and fringe), 23 ribbons required per year (1 per Schedule section).  
Young Adult Best Exhibit (\_\_\_\_\_ colour, \_\_\_\_\_ font), \_\_\_ sashes required per year. **NOTE:** currently removed from Schedule due to lack of support, could be returned if there was support in entry numbers.  
Champion (red, white and blue, \_\_\_\_\_ font), \_\_\_ sashes required per year.  
Champion Fleece Sash (red, white and blue, \_\_\_\_\_ font), \_\_\_ sashes required per year.  
If required, table at April or May meeting to order by end of June (CC Treasurer).  
Supplier: Computer Sashes, Brett & Jenny, [brett@computersashes.com.au](mailto:brett@computersashes.com.au)
- **Prize Cards:** stocktake (Show Office cupboard)  
*The maximum number of classes in the Schedule each year is 720 with 1<sup>st</sup> & 2<sup>nd</sup> cards in each. Not all classes are entered, but always cater as if they could be.*  
1<sup>st</sup> 1,500 cards per year.  
2<sup>nd</sup> 1,500 cards per year.  
Highly Commended 1,500 cards per year.  
Champion \_\_\_ cards per year. **NOTE:** currently only one card is awarded per year.  
Best Exhibits 1,500 cards per year.  
If required, table at April or May meeting to order ASAP (CC Treasurer).  
Supplier (with template): Minuteman, Diane, 6 / 42 Farrall Road, Midvale, 9250 5095.
- **Stewards:** contact Stewards, as per previous Schedule, to check if they would like to continue in the role and confirm their availability (see Contact List in Chief Steward's file).  
Confirm contact details and correct if any errors.  
Seek additional Stewards if required or if names have been highlighted at the Post Show Stewards Meeting.  
Forward the Stewards names and contact details to the Schedule Coordinator for inclusion in the Schedule (by May), with a copy to the Administration Officer for the Stewards labels and a copy in the Chief Steward file.  
Ascertain who the Head Steward/s will be, the person/s (up to two) with the most experience / confidence in their Section. They are mentioned first in the Schedule with their contact phone number to answer queries from potential exhibitors. Available to assist new Stewards on Judging and Show day if they have queries.  
If there are any special items required by the Stewards for the Section set-up and judging (ie pins, plates, knives – refer to list on each box) make a list to purchase. Reimbursement can be sought from the Treasurer upon presentation of a receipt.

### May

- **Judges:** Begin to contact (ideally phone) persons suitable for judging each Section; to invite their attendance and confirm their availability (see Contact List in Chief Steward's file), people should only judge a Section for up to three consecutive years; however, this may not be possible when a new Judge can't be found, liaise with the Head Steward/s to determine who judges in this instance. Consider Judges circumstances (ie age, travel distance) although they will usually inform you, when they feel no longer up to the task.  
Follow up with an emailed or mailed confirmation (see Templates in Chief Stewards file), confirming time, date, venue, tickets at Main Gate 1 (Saturday Judges only) and section (further details available when Schedule is released). Once compiled, send the Section Judges list to the Administration Officer for records and place a copy in the Chief Steward's file (aim to finalise by early August). In relation to travel funds, advice provided on query (noting that the process is through an application to the Treasurer).
- **Auctioneer:** contact a suitable person to invite their attendance to run the Produce Auction (6pm, Show Day) and confirm their availability, follow up with an email confirmation. Advise the Administration Officer upon confirmation to ensure that two passes are sent or left at the Main Gate for entry.  
Contact: Mr Grant Lupton, PO Box 21, Wongan Hills WA 6603 (will possibly resign in 2024 after 15 years of attendance). Alternative suggestions: Elders/Primaries Agent or Real Estate Auctioneer otherwise.
- **Schedule:** ongoing liaison with Schedule Coordinator until draft is finalised.

## June

- **Fleece Boxes:** Check, and order 12 cardboard Fleece Boxes through Elders Northam if required (new ones need to be ordered every 6 years).
- **Auction:** start collecting boxes to pack with leftover produce and exhibits. Low-sided boxes are better, ie banana boxes.
- **Biosecurity Plan:** update and submit to Administration Officer for inclusion with event documents.

## July

- **Schedule:** final draft should be available to be downloaded from the website and provided to the printer by the end of July, liaise with the Schedule Coordinator to assist with having it ready on time (most tasks rely on the Schedule from now on).
- **Show Friday Lunch:** organise two to three casual volunteers (refer TASK callout) to make sandwiches in the Youth Hall Kitchen on the Friday morning before Show day for Stewards, Judges and helpers on ground. *\*volunteers shop and prepare, we provide monies.*
- **Show Friday Supper:** organise two to three casual volunteers (refer TASK callout) prepare supper in the Youth Hall Kitchen for Stewards, Judges and helpers on ground. *\*volunteers shop and prepare, we provide monies.*
- **Show Day Lunch:** endorsement by the Committee of \$10 for each Saturday Judge and Steward. Note: Friday Stewards and Judges are provided with Lunch and Supper if on ground, as lunch is not provided for Saturday Stewards and Judges, we provide them with cash (or a voucher) to purchase food during the Show.
- **Steward Meeting / Morning Tea:** set date and give notice via email to Stewards, also invite the President and Show Recorder. 9.30am on a Saturday in September, the third weekend September if suitable, but not AFL Grand Final Day!

## August

- **Judges:** ensure Section Judges list has been sent to the Administration Officer (refer May task details).
- **Steward Boxes:** clean out the 'Section Boxes' (one for each Section, stored in the Show Office). All the Stewards requirements for the section are listed on the lid (and can be added to). Remove rubbish and top-up with everything that will be of use that coming Show year (pens, pins, rubbers, name holders etc).
- **Prize Cards:** put prize cards (First and Second for each class; Best Exhibit and Highly Commended for each Section and a Champion Card in the Wool Section) into yellow A5, or folded A4 (if catering for a large number) envelopes into the section containers ready to be given out at the Stewards Meeting. Not all classes are entered, but count the cards as if they were, by counting the Classes in the Schedule section and then you have the Stewards covered. Note: include spares in case the Steward makes an error when writing up the card.
- **Judges Files:** check the location of the Judges Files, as they will be needed for the Stewards Meeting.
- **Stewards Meeting:** send a reminder email to all Stewards, along with the President and Show Recorder.

## September

- **Displays:** contact CWA, Toodyay District High School and Bolgart Primary School (see Contact List in Chief Steward's file), to set a time, on the Thursday of Show Week, for the hanging of displays in Lee Steere Exhibition Pavilion.
- **Stewards Pre-Show Meeting**  
Provide tea and coffee, plus homemade or Bakery purchased treats.

### AGENDA

*President's Welcome & Thank You*

*General Stewarding Duties, summary by Chief Steward as per Schedule's "Duties of Stewards", including advising all Stewards of pick-up location for the Stewards Section Box and File, on Friday or Saturday (under the window on the left of the entry door to the Youth Hall).*

*Judging File Review, by Chief Steward, being mindful of the level of experience in the room, including all the information Stewards need to record to make Judging and Show Recording as smooth as possible, noting that and the Stewards must know that the file is to be completed as soon as possible and returned to the Show Recorder, based in the Treasurer's Office.*

*Judging File / Showday Program, Show Recorder available to answer queries relating to the software used to record and track entries.*

*Emergency Risk Management Plan, summary by President, especially knowledge of ALARMS, EXITS and CONTACTS.*

*Question Time, followed by handing out Prize Cards (to be held until Show day).*

*Filling Out Prize Cards, review by Chief Steward, 1<sup>st</sup> & 2<sup>nd</sup> Prize Cards are different to Best Exhibit Cards. Cards are pre-prepared as far as possible to assist with timing on Show Day.*

*Invitation to Post Show meeting.*

### Morning Tea

- **Prize Cards:** for Stewards not present organise for the cards to be picked up during Show week.
- **Labels:** liaise with Administration Officer to ensure that Name Labels are underway, noting that Stewards are one colour and Judges another. Required by Monday of Show week.

### October Show Week

*Note: Youth Hall, Showgrounds, Pavilions and Sheds are booked from Wednesday to Sunday.*

#### Show Week Monday (meeting)

- **Section Entries:** ensure you have a copy from the Show Recorder (if not, request one).
- **Friday Lunches:** confirm, from Committee, provision of 2 Eskies and 3 bags of ice for volunteer water bottles (and then leftover sandwiches when fridge is emptied).

#### Show Week Tuesday

- **Judging Files:** meet with Show Recorder to collect Judging Files (electronic and hard copy) and have any last-minute discussions about classes, entries or the Schedule in general.
- **Section Boxes:** finalise box contents (checking lid label) by adding:  
Ribbons/Sashes  
Entry Wristbands  
Prize cards (if not kept by Steward)  
Sponsors Award slips (provided by Trophy & Prizes Coordinator)  
Judges and Stewards name labels (provided by Administration Officer)

#### Show Week Wednesday

- **Cleaning:** organise opening, and then closing, of the Lee Steere Pavilion (refer Task List, as has to be emptied beforehand) and the Poultry Shed which are to be cleaned by the community group assigned the task. Check these have been adequately cleaned and request assistance to undertake any last minute “fixups”.
- **Donegan’s Cottage:** 8.30am, meet Hand Spinning Stewards with their Judging files and Section Boxes.

#### Show Week Thursday

- **Exhibition Hall:** CWA Display and School Displays are set up during the day, as per the time set in September. Organise the hanging of the decennial quilts. Lock all doors to buildings if you are leaving the Showgrounds.
- **Section Boxes:** along with hi-vis vests (stored in Treasurer’s Office) may be picked up early by Stewards, or during day – good time to answer any queries or go through file again if they have doubts.

#### Show Day Eve, Friday including Judging

A long day, plan to arrive as early as 7am and remain until judging and cards are written and presentation of ALL displays in both Halls has finished (this can be as late as 8.30pm). Remain available to answer questions.

- **Receipt File:** provided by Show Recorder, position yourself with a desk and your own Chief Stewards box of “Spares” ie cards, pens etc in the centre of the Exhibition Hall, at the top of the Floriculture. Hand the Entry Receipt to each exhibitor, as they arrive, requesting their surname. The file will be in alphabetical order; advise them that the Entry Receipt is required to receive prize money from the Treasurer.
- **Stewards:** arrive 1 hour BEFORE Exhibitors arrive to take the pressure off, advise Stewards of where water, drinks and food are available and generally keep an eye on them especially if it is hot. Remind them that all files be returned to the Show Recorder ASAP, with the boxes returned to the Show Office for storage. Check after judging to confirm that ALL boxes have been returned.

On arrival, remind Stewards of the file/box location. Suggest they get a cuppa before they start!

**Youth Hall:** 8am, arrival of Photography and Art Stewards.

**Exhibition Hall:** 8.30am, arrival of Needlework, Hobbycraft & Patchwork and Quilting Stewards.

**Exhibition Hall:** 9am, arrival of Children’s, Home Produce, Fruit & Vegetables, Apiculture, Floriculture and Cookery Stewards.

**Youth Hall:** 9am, arrival of Woodcraft Stewards.

- **Judging File:** all queries to the Show Recorder.
- **Lunch:** let everyone know when and where it’s ready.
- **Judging:** begins in Exhibition Hall at 1.30pm and Youth Hall at 2pm. Welcome Judges as they arrive, have a cuppa on the verandah and look for them around their time of judging. Take them to the section and introduce them to the Stewards. They appreciate the personal touch.
- **Supper:** tools down at 5pm for Supper...be firm on this...ensure everyone gets some food and a cuppa at this time. The group doing the catering can then clean up the kitchen and leave early if we are on time with supper.
- **Close Up / Caretaker Handover:** check displays, liaise with remaining Committee members, Chief Steward is the last person in the Lee Steere and Youth Hall to install security gates after Stewards have left, slide bolt and chain

on rolling door at back of Lee Steere Pavilion. Leave lights on for Caretakers in both halls but turn off spotlights inside Lee Steere Pavilion.

## **SHOW DAY**

Another, long day, 7:30am to 8:00pm.

- **Section Boxes:** ensure available for Stewards if they have not already been collected (if time, take them to them).
- **Steward Care:** advise of where water, drinks and food are available and generally keep an eye on them, especially if it is hot. Remind them that all files need to be returned to the Show Recorder ASAP, with the boxes returned to the Show Office for storage. Tea and coffee is available at the Sports Pavilion kitchen for the Judges when judging is complete.
- **By 8am:** check Exhibition Hall and Youth Hall before they open at 9am. Remove trestles if not already done plus benches can be used as seating facing oval.
- **By 9am:** endeavour to contact Sheep, Dairy Goats, Wool, Cattle, Agriculture and Poultry Judges before judging begins (9am).
- **By Midday:** provide all Stewards and Judges with their lunch money via the Treasurer.
- **Show Notes:** keep an eye on all displays and take note of any problems or ideas mentioned by Stewards.
- **After Judging:** check to confirm that ALL boxes have been returned to the Show Office.
- **3:30pm:** erect trestles for Trophy Presentation (or delegate someone to do so) on Youth Hall verandah. Check allocation of Trophies and Prizes ready for Presentation at 4pm, assist Schedule Prizes Coordinator with displaying trophies.
- **4:30pm:** exhibit removal from Exhibition Hall and Youth Hall. Stewards to remain to ensure no items are left behind and they will likely have a fair idea of what is to be auctioned.
- **5:30pm:** with assistance, place 2-3 trestles (or use bench seats) near the bar area. All home produce, flowers, fruit, vegetables, cookery and children's exhibits that have been left for the Auction are packed into saved boxes. Auction profit goes to the charity nominated by the President/Executive.
- **6:00pm, Auction:** held adjacent to Bar area, AV Supplier to provide handheld microphone.
- **7:00pm:** close Exhibition Hall back gate after the Auction. It, and the Youth Hall, should be secured when they are empty at 9pm. Lights left on apart from spotlights.
- **7:30pm, Fireworks:** Committee members turn off the lights at the Exhibition Hall, Grandstand, Terrace Bar and Youth Hall. Set your watches and know your switch spot!

## **October Post-Show**

- **Thank You:** letters or emails to all Judges, the Schools, CWA, and the Auctioneer.
- **Stewards Post-Show Meeting:** (Saturday two weeks after the Show) debriefing at the Youth Hall on the second Saturday after the Show, in the morning followed by Morning Tea. All suggestions and changes noted for consideration, plus a big Thank You to all the Stewards. Invite President and Show Recorder.

## **November**

- **Volunteer Thank You event:** (Saturday following the second Monday in November), assist with and attend.
- **Recommendations:** all forwarded to the November Committee meeting in the final Chief Stewards report. Ensure Schedule Coordinator also receives any recommended changes, although the endeavour is not to alter the program, for up to 3 years, ie only dates will change but not classes.
- **Update:** this document, and any relevant supporting documents for next year:
  - Chief Stewards File, including Contact List (hard copy)
  - Biosecurity Plan
  - Letter Templates
- **Handover:** if not continuing in the position next year pass all documentation onto the Administration Officer for the next Chief Steward.