



Show Organising Committee Volunteer Guide

ENTERTAINMENT ~ How This Role Fits

This role helps bring the Show to life by organising the entertainment and activities that visitors can enjoy throughout Show Day — all included with entry.

The Entertainment Coordinator books a mix of performances and interactive activities that appeal to all ages, works with performers and suppliers to organise the details, and helps shape an entertainment program that fits the feel of the Show and the available budget.

By creating a fun, varied program and making sure everything runs smoothly on the day, this role adds energy and atmosphere, keeps visitors engaged, and helps make the Show a great day out for the whole community.

What to expect timewise

This portfolio is ideally shared by two people working together. When shared, the time commitment averages around 3–4 hours per week, with the workload varying across the year. The busiest period is September and October, with lighter commitment at other times.

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 note-taking beforehand helps meetings run smoothly.

In the week leading up to the Show, it's a team effort, with Committee members and casual volunteers working together to finalise preparations. On Show Day, the Entertainment Coordinator(s) welcome performers and activity providers, including issuing wristbands, to help ensure a positive and well-organised experience.

What this role involves

- Keeping track of the entertainment timeline and sharing brief progress updates with the Committee
- Collecting and maintaining key details for performers and activity providers, and keeping records up to date
- Making sure supplier requirements are understood and planned for (such as space, shade, power and entry passes), and that associated costs are included in the budget
- Ensuring required paperwork is received ahead of time, such as public liability insurance, invoices and any other relevant documentation
- Sharing relevant information with other portfolios — particularly Ground Space and Equipment — so planning stays coordinated
- Acting as the main point of contact for entertainers and activity providers in the lead-up to the Show
- Keeping an eye on expenses and income and liaising with the Treasurer to ensure everything stays within budget

This role would suit someone who...

- Is comfortable using Word, Excel and email
- Enjoys planning events and keeping things organised
- Feels confident managing bookings and working within a budget
- Has an interest in the local community and helping create a great Show Day experience

Timeline & Tasks

February (post meeting)

- If possible, liaise with last year's portfolio coordinator for a handover to become familiar with the Entertainment spreadsheet.

March

- At the meeting seek entertainment suggestions from the Committee.
- Based on last year's feedback, and Committee suggestions, seek quotes (and make tentative bookings where appropriate) from previously utilised, and new, suppliers to update the spreadsheet as a draft Budget / Program for discussion. Note, there might already be some bookings made following last year's feedback.

April

- Present draft Budget / Program at April meeting for feedback.

May

- Present final Budget / Program at May meeting for endorsement.
- Finalise quotes, confirm bookings using the booking form (to ensure they can meet our requirements and us theirs), request Public Liability Insurance and advise that an invoice will be required before Show Day. *Note: can refer to previous templates.*
- Provide space requirements (including power) to Ground Space for inclusion in the Site Plan.

June

- Provide equipment (marquees, trestles, chairs, fencing, pens and any special requests) requirements to Equipment (who will confirm cost for inclusion in the Entertainment budget) *Note: AV requirements are advised directly to the AV provider.*

July

- Finalise Entertainment Program (text to suit template) and provide to Publicity to create online/hard copy version.

August / September

- Issue Final Instructions (*note: can refer to previous template*) to suppliers:
 - Arrival time
 - Entry notes
 - Parking details
 - What's expected / being provided
 - Map
 - Request for invoice if not already received
 - Notation as to whether entry tickets / passes are being mailed (post if this is the case) or held at gate.
- Ensure all Public Liability Insurance certificates / Working with Children Checks (where applicable) are received / current.

Show Week

- Ensure all Invoices have been received and submitted (as a batch) to the Treasurer.
- Prepare Welcome Sheet with contact details.
- Ensure, in liaison with Ground Space, that set-up is correct.
- Show Day: be at the gate to assist suppliers on their arrival, in liaison with Ground Space / Food Vans.

October (post Show)

- ASAP, confirm attendance by suppliers with Treasurer to enable payment of invoices.
- Request feedback from suppliers and prepare draft spreadsheet for next year to record it.

November

- Prepare summary for final meeting, noting any issues and recommendations for next year.
- 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 template
 - Final Instruction template

December

- Make any bookings that are agreed upon for next year.