



**Toodyay Agricultural Society (Inc)** *founded 1853*

Email: [toodyayagsociety@gmail.com](mailto:toodyayagsociety@gmail.com)

Web: [www.toodyayagshow.com.au](http://www.toodyayagshow.com.au)

PO Box 362, Toodyay, WA 6566

ABN: 96 074 225 286

## *Show Organising Committee Volunteer Guide*

### **FOOD VANS & CATERING ~ How This Role Fits**

This role helps make sure everyone at the Show is well fed and happy by coordinating the food and drink options available on Show Day.

The Food Vans Coordinator works to create a good mix of vendors, offering a range of food styles, drinks and serving sizes to suit different tastes and needs. This includes inviting a variety of food vans — from well-loved favourites to local and unique options — so there's something for everyone.

By bringing together a balanced and appealing line-up, this role enhances the visitor experience, supports local businesses, and adds to the overall enjoyment and success of the Show.

#### **What to expect timewise**

The time commitment for this role averages around 3–4 hours per week, though this can vary throughout the year. The busiest period is typically September and October, with lighter workloads 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 preparation 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 and ensure everything is ready for a successful Show Day.

#### **What this role involves**

- Keeping track of the food and catering timeline and sharing brief updates with the Committee
- Coordinating a varied mix of food vans, drink options and van sizes to suit the Show and its visitors
- Acting as the main point of contact for food vendors and keeping communication clear and friendly
- Sharing relevant information with other portfolios, such as Ground Space and Equipment, to support smooth planning
- Working within the agreed budget and liaising with the Treasurer to record income and expenses

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

- Is comfortable using Word, Excel and email
- Enjoys organising bookings and coordinating details like site layouts
- Communicates clearly and keeps vendors and the Committee informed
- Pays attention to detail and likes keeping things on track
- Is calm and adaptable when plans change
- Has an interest in supporting the local community and helping the Show run smoothly

## 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