



Show Organising Committee Volunteer Guide

FUNDING, GRANTS & SPONSORSHIP ~ How This Role Fits

This role helps keep the Show strong and sustainable by securing financial and in-kind support that helps cover the costs of running the event.

The Funding Coordinator connects with businesses, organisations and funding bodies — locally and beyond — to build partnerships that support different parts of the Show. This can include seeking sponsorships, in-kind contributions, or exploring new ideas and networks to help the Show grow into the future.

By building positive relationships and finding creative ways to attract support, this role plays a key part in the Show's financial wellbeing, strengthens community connections, and helps deliver a great experience for everyone involved.

What to expect timewise

The time commitment for this volunteer role averages around 4-5 hours per week, though this can vary throughout the year. From April to June tends to be busiest as this is predominantly when support is being sought.

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.

What this role involves

- Following the Show timeline and sharing brief progress updates with the Committee
- Working within the agreed budget and liaising with the Treasurer to ensure income and expenses are recorded accurately
- Researching and pursuing suitable grants that align with the Show's objectives, and preparing applications as opportunities arise
- Maintaining and refreshing the Society's sponsorship package, and approaching local, regional and larger organisations to support key areas of the Show
- Building positive, ongoing relationships with sponsors and supporters to ensure a rewarding experience for everyone involved
- Promoting the Show as a valued community event, highlighting its cultural, social and economic benefits
- Keeping clear records of sponsorships, grants and funding received, and ensuring supporters are appropriately acknowledged and thanked
- Reflecting on past funding approaches and exploring new ideas or opportunities to support the Show into the future

This role would suit someone who...

- Is comfortable using Word, Excel and email (experience with Mail Merge is a bonus, but not essential)
- Feels confident having conversations with sponsors, donors and supporters
- Is organised and enjoys keeping details accurate and on track
- Is comfortable working with budgets and financial information
- Has an interest in supporting the local community and helping the Show thrive

Timeline & Tasks

February (post meeting)

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

March (post meeting)

- Update Opportunities document.
- Advertising, Donation and Sponsorship Opportunities information shared to collated contact list (support the Administration Officer to undertake this). Reply deadline is 31 May.

April

- Research, submit, liaise applications.

May (deadline is 31st)

- Follow up (email and/or phone and/or in person) with outstanding offers of support.

June

- Ensure all monies have been received (or have been invoiced).
- Share information with relevant Committee members to ensure appropriate acknowledgement as per Opportunities document (ie Web / Facebook / Schedule / Letterhead / Morning Tea).
- Ensure all supporters have received a confirmation and a thank you!

September

- Collect sponsor signage for Show Day.

Show Week

- Assist as per task list.

October (post Show)

- Provide list to Admin, for thank you letters.

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
 - Opportunities document
 - Contact List (in collaboration with Administration Officer)