



Show Organising Committee Volunteer Guide

GROUND SPACE ~ How This Role Fits

This role helps shape the look and feel of the Show by coordinating the mix of stallholders and displays across the grounds.

The Ground Space Coordinator works to bring together a balanced range of trade exhibitors, artisan market stalls and community group displays, with a focus on local and agriculture-related businesses that fit the spirit of the Show.

By organising who goes where and keeping communication clear, this role helps create an engaging, easy-to-navigate layout that visitors enjoy, supports local enterprises and builds a strong sense of community pride on Show Day.

What to expect timewise

The time commitment for this role averages around 3–4 hours per week, though this varies across 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. During Show week, the Ground Space Coordinator needs to be available from Tuesday through to Sunday to support stallholder set-up and resolve any on-ground issues.

What this role involves

- Keeping track of the ground space timeline and sharing brief updates with the Committee
- Maintaining and updating the Ground Space register so stallholder information is accurate and up to date
- Liaising with the Treasurer to ensure payments are tracked correctly and align with monthly bank deposit records up to the closing date
- Coordinating ground space details with other portfolios, such as Equipment and Food Vans, to support smooth planning
- Working within the agreed budget and ensuring income and expenses are recorded appropriately

This role would suit someone who...

- Is comfortable using Word, Excel and email (experience with OnePlan is helpful, but not essential)
- Enjoys organising bookings, layouts and site plans
- Communicates clearly and keeps stallholders and the Committee informed
- Pays attention to detail and likes keeping information accurate and compliant
- Is adaptable and able to respond calmly 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.
- Committee to provide guidance on the type of vendors expected to allow for tailoring of application acceptance (ie more bespoke, *no 'crap'!*). Possible charge increase to alleviate need for more stalls.

March (post meeting)

- Update Application Form. *Note, currently the form / package is available only by request, the website <https://toodyayagashow.com.au/stallholders/> directs interested parties to email the Society.*
- Update spreadsheet to provide basis for coming year. List to include last year's attendees / applications / expressions of interest / new vendors (refer to previous year's handover for feedback to assist with update).
- Email all vendors to advise that applications are open, and that they can reply to be sent the application package.
- Prepare package to be emailed to interested prospective exhibitors (updated application form, information letter, Shire of Toodyay Food and Food Products form and Regulation & By-laws), noting to filter applicants to avoid duplication of stalls.

April

- Maintain the list with confirmed exhibitor 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:
 - *Items to be sold / displayed agree with your understanding.
 - *Valid 'Certificate of Currency' for public liability insurance for Show date.
 - *Shire 'Food and Food Products' form completed if applicable.
 - *Power requirements.

May

- Receive Entertainment site (space and power) requirements for inclusion in draft Site Plan.

July

- Liaise with Equipment (including number and location of bins and toilets + lighting tower, gen sets and general power, noting the requirement for a power supply to various stalls/sites) and Food Vans to prepare draft Site Plan.

August

- Present draft Site Plan to Committee for comment.
- Prepare email package for all exhibitors (to be sent out at least 2 weeks before Show Day).

September

- Applications close, ensure all insurance is current and follow up for any required forms / payments (cross reference payments received by Treasurer), follow up any discrepancies. No insurance - no attendance.
- Liaise with Food Vans / Catering to collate Stallholder documentation to be provided to the Shire Events Coordinator for processing.
- Receive late applications if required to fill any available bays.
- Provide final Event Map (including Ground Space, Entertainment and Food Vans) to Shire Events Coordinator, Secretary, Treasurer and Gate Coordinator.
- Email all vendors:
 - *Information letter
 - *Location map showing gate entry
 - *Electrical tagging requirement
 - *Confirm power requirements
 - *Two entry passes per application will be available at gate on arrival (additional to be purchased)

Show Week

- Ideally be available to be onsite from Tuesday onwards.

TASK LIST: Monday

- Pick up keys from Shire Administration (by today).
- Pre-Show Committee meeting (6.30pm).
- Provide final Site Plan to Administration Officer with Ground Space exhibitor list (note: Food Vans & Catering + Entertainment to provide their attendance lists as well).
- REFER TO FINAL TASK LIST, as reviewed at pre-Show Committee meeting.

TASK LIST: Tuesday

- Line marking on the Ovals (after Shire have moved / marked lines and sprinklers) as per Plan. *Need 4 helpers – under Casual Tasks.*
- Assist Food Vans & Catering Coordinator to mark our food van sites as per Plan.

TASK LIST: Wednesday

- Remove stored items from Lee Steere Pavilion (for cleaning through Community EOIs).
- Sideshows setting up (midday).

TASK LIST: Thursday

- Marquee set-up and equipment delivery (Marquee Magic), ensuring correct location as per Site Plan.

TASK LIST: Friday

COORDINATE FRIDAY GROUNDS SET-UP LIST, with Equipment Coordinator and Community EOI group

- Arrival of hire equipment (gen sets, lighting tower/s, toilets and bins etc).
- Arrival of some trade displays / exhibitors (as per Ground Space spreadsheet).

Show Day

- 6am to 10am, placement of stallholders, exhibitors, food vans and entertainment. *Need 10 people, including Equipment and Food Vans and Entertainment, under Casual Tasks.*
- During day ask all stallholders how things are going / went and what we can improve on (can also be followed up with an email).
- Fireworks contractor arrives at midday (3 staff and large van), through Gate 2. *Might be Entertainment?*
- Ensure stallholders moving off grounds at 4.30pm do so safely as there are still significant people around the sideshow area.
- Fire appliance (Toodyay Central VFRS) arrives through Gate 2.
- Check exclusion zone management for fireworks.
- 7.29pm – LIGHTS OFF for Fireworks! And back on again!! 5 locations, need 4 more Committee members!!!

TASK LIST: Sunday

COORDINATE SUNDAY CLEAN-UP LIST, with Equipment Coordinator and Community EOI group

- 7am to 1pm...

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
 - Booking Form template