



Show Organising Committee Volunteer Guide

SCHEDULE COORDINATOR & SHOW RECORDER ~ How This Role Fits

This role works closely with the Chief Steward to support the smooth running of the Show's competitions and exhibition sections.

The Schedule Coordinator – Show Recorder looks after the Show Schedule and competition records, ensuring class details, results and information are accurate, well organised and easy to use. It's a detail-focused role that helps keep everything aligned before, during and after Show Day.

By maintaining clear, reliable systems — and helping guide ongoing improvements — this role supports exhibitors, stewards and judges, and plays a key part in ensuring the competition side of the Show runs smoothly and professionally.

What to expect timewise

The time commitment for this role averages around 4–5 hours per week, though it varies across the year. There are two main peak periods:

- June and July, when the Show Schedule is prepared and finalised
- September and October, when entries are processed, exhibit data is recorded, and Judges' Files are prepared in collaboration with the Chief Steward

At other times, the workload is generally lighter and focused on maintenance and coordination.

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 lead-up to and during Show week, the role becomes more hands-on to support final checks and Show Day operations, working alongside Committee members and volunteers to ensure everything runs smoothly.

What this role involves

- Keeping track of the Schedule timeline and sharing brief progress updates with the Committee
- Preparing and maintaining a clear, accurate list of exhibition sections and classes for the Show Schedule
- Managing the ShowDay system to support exhibitor entries and keep information organised
- Entering and maintaining exhibitor data accurately to ensure smooth processing of entries
- Recording judging results promptly and sharing information with the Chief Steward and relevant portfolios
- Working within the agreed budget and liaising with the Treasurer to ensure income and expenses are recorded correctly

This role would suit someone who...

- Is comfortable using Word, Excel and email (experience with ShowDay Online is helpful, but not essential)
- Is accurate and comfortable with data entry
- Pays attention to detail and enjoys keeping information up to date
- Communicates clearly and works well with others, including the Chief Steward
- Can stay organised and calm when things get busy
- Has an interest in supporting the local community and helping the Show run smoothly

Timeline

February (post meeting)

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

March (post meeting)

- Show Day program (update).
- Liaise with Chief Steward to discuss recommendations from the post-Show Steward and final Committee meetings to be incorporated into new Schedule.

April

- Seek quotes for Schedule printing.
- Stewards' details to be provided by Chief Steward for inclusion in the Schedule.
- Ongoing liaison with Chief Steward and Schedule Prizes & Advertising Coordinator.

May

- Deadline for Prize & Trophy Donations / Schedule Advertising is 31 May.

June

- All Prize & Trophy Donations / Schedule Advertising details to be provided by Schedule Prizes & Advertising Coordinator.

July

- Schedule to printers.
- Schedule placed online and entries open.
- Hard copy is posted to members and available from the Toodyay Visitor Centre and Makit Hardware (once received from printer).

August

- Start processing entries.

September

- Collect entries from entry boxes/post box after closing date/time, enter data into Showday Online to prepare Section judging files.
- Attend Stewards Pre-Show Meeting (usually 9.30am on the third Saturday in September) to answer queries relating to the software used to record and track entries.

October

Show Week Monday

- Ensure Section Entries copy **has** been provided to Chief Steward.

Show Week Tuesday

- Provide electronic and hard copy Judging Files to the Chief Steward, and discuss any matters relating to classes, entries or the Schedule in general.

Show Week Friday

- Provide Receipt File to the Chief Steward and be available **add times** to assist with exhibitor queries.
- **Add Judging details.**

Show Day

- **Add time and details.**

Post-Show

- Attend Stewards Post-Show Meeting (Saturday, 9.30am, two weeks after the Show).

November

- Prepare summary for final meeting, noting any issues and recommendations for next year.
- Assist with and attend Volunteer Thank You event (Saturday following the second Monday in November).
- Update this document, and any relevant supporting documents for next year.
- **Checking for additional items.**