



## Show Organising Committee Volunteer Guide

### SCHEDULE PRIZES & ADVERTISING ~ How This Role Fits

This role helps support the Show by coordinating advertising and prize donations for the annual Show Schedule.

The Schedule Advertising Coordinator works with local businesses and supporters to fill advertising space in the Schedule, helping cover printing costs. The role may also organise donated prizes, vouchers or cash to support exhibitors and competition winners, with opportunities for added promotion through the Show website and social media.

By building positive relationships with advertisers and donors, this role strengthens community involvement, supports the Show financially, and helps ensure the Schedule remains a valued and rewarding part of the event for participants and visitors alike.

#### What to expect timewise

The time commitment for this role averages around 3–4 hours per week, though this can vary across the year. The busiest period is typically September and October, when advertising space is finalised and prize donations are confirmed, 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 prizes and advertising timeline and sharing brief updates with the Committee
- Maintaining accurate records and keeping the Schedule Prizes register up to date
- Working with the Treasurer to reconcile payments against monthly bank deposit records up to the closing date
- Managing prize and advertising details, including tracking available spaces and ensuring supplied materials (images and PDFs) meet quality requirements
- Sharing relevant information in a timely way with key portfolios, particularly the Schedule Coordinator and Chief Steward, 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 Mail Merge is helpful, but not essential)
- Feels confident communicating with sponsors, donors and supporters
- Is organised and enjoys keeping details accurate and shared on time
- Is comfortable working with budgets and prize allocations
- Has an interest in supporting the local community and recognising exhibitors' achievements

## Timeline & Tasks

### February (post meeting)

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

### March

- Agenda will include a review of Schedule Advertising rates.

### March (post meeting)

- Administration Officer to share Advertising, Donation and Sponsorship Opportunities information to collated contact list. Deadline for replies is 31 May.
- Update letter/form templates for both Donators and Advertisers (check dates, phone number, sponsors, names, show year, signature).

### April

- Send details as requested to interested Prize & Trophy Donators / Schedule Advertisers.
- Touch base (email and/or phone) with previous Prize & Trophy Donators / Schedule Advertisers who haven't yet expressed an interest.

### May (deadline is 31<sup>st</sup>)

- Follow up (email and/or phone and/or in person) with outstanding donations and payments.

### June

- Ensure all monies have been received.
- Finalise Schedule Advertisers:
  - Send all details to Schedule Coordinator, including images / PDFs for inclusion.
  - Share additional information to Facebook and Website portfolios as appropriate.
- Finalise Prize & Trophy Donators:
  - Correlate responses into categories for the schedule. *Some long-term sponsors like to remain sponsoring the same category. List as cash, trophy (they supply or we purchase) or voucher.*
  - Send the Prize & Trophy Donation spreadsheet to the Schedule Coordinator.
- Ensure all Donators / Advertisers have received a confirmation and a thank you!

### July / August

- Buy trophies with donated money (with consideration to home storage or access to the Society Office). Pay for the items and give the receipts to the Treasurer for reimbursement. *Shop local first, let shops know that you're purchasing for the Ag Society and you may get a discount!*

### August

- Contact the sponsors that are supplying their own trophy or gift vouchers to arrange a pick-up time.

### September

- Make up and print the prize labels. *NOTE: some changes will need to be made each year with some choosing not to donate and new donors coming forward.*
- All cash prize labels are glued onto a dark yellow DL envelope that go to the Treasurer to put the cash into for presentation on Show Day.
- Prepare Prize Book (method to be updated, work with Committee to ascertain).
- Print out the labels for the overall most points and best exhibit in each section onto coloured paper. These go to the Chief Steward for inclusion in the Stewards boxes, for display on the Exhibits on Show Day (to promote the sponsors).

### Show Week

- Gift wrap and label trophies, place gift vouchers into labelled envelopes, take to the Treasurer's office for display on show day in the Youth Hall.
- Show Eve: set up all trophies on table or display shelves in Youth Hall down near the Secretary's office and put up barrier fencing around them.
- Show Day: 3:30pm set up two trestle tables on the verandah to display trophies/prizes for 4pm presentation.

### October (post Show)

- Prepare results and submit to Herald, and Website Coordinator.
- 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
  - Donator and Advertiser templates