



## *Show Volunteer Guide*

### **STEWARD ~ How This Role Fits**

Stewards are the friendly, practical support behind each exhibition section and play a big part in how smoothly the Show runs.

Working with the Chief Steward, Stewards help set up and pack up their section, assist judges, look after exhibits, and provide help or directions to exhibitors and visitors as needed. They're the people who keep things ticking along on Show Day.

By being organised, approachable and part of a team, Stewards help create a positive experience for everyone involved and help showcase the care, skill and effort that goes into the Show. It's a hands-on role at the heart of the event and a great way to be involved.

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

The time commitment for this role is up to around 24 hours in total, spread across the lead-up to the Show, Show Week and Show Day.

Stewards attend two meetings, one pre-Show (September) and one post-Show (October).

During Show Week, Stewards are involved in setting up their section, supporting exhibitors when entries are delivered, assisting during judging, and being present on Show Day. The exact timing varies depending on the section and judging schedule.

Stewards support exhibition sections including Agriculture, Apiculture, Art, Cattle, Children's Entries, Cookery, Dairy Goats, Floriculture, Fruit & Vegetables, Hand Spinning, Hobby Crafts, Home Produce, Needlework, Patchwork & Quilting, Photography, Poultry, Sheep, Woodcraft and Wool.

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

- Taking a little time before the Show to become familiar with your section and what's involved, including attending the Stewards Meeting in September and reviewing notes in the lead-up to Show Day
- Being on site during Show Week to help set up your section, receive entries (including Children's entries where applicable) and support judging
- Helping receive, sort and display exhibits so everything is ready for judging and public viewing
- Supporting Judges by providing award files, prize cards or ribbons, and assisting with any questions they may have
- Co-signing award paperwork with Judges and returning completed files to the Treasurer's office
- Working alongside other Stewards on Show Day to oversee your section and ensure it runs smoothly for exhibitors and visitors
- Letting the Chief Steward know if any issues arise, so they can be handled promptly and appropriately
- Looking after Judges during the day, including offering to accompany them for refreshments
- Assisting with the return of exhibits and prize cards at the end of the day so exhibitors can head home happy

#### **Helpful Skills *don't worry, you don't need them all!***

- A good eye for detail – handy for spotting little things.
- Happy to be on your feet and moving about.
- Willing to go with the flow when plans change.
- Comfortable chatting and sharing info.
- Friendly and helpful with a smile.
- Warm and welcoming so everyone feels included.
- Able to keep things running smoothly.
- Quick-thinking when little hiccups pop up.
- Enjoy working with others as part of a team.
- Punctual, so things stay on track.