

# Emerald Show Society

## LAUNCH FUNCTION

**Monday 2nd June 2025**

Please note this tender could be split between 2 groups if needed

1. Meal service and serving area set up and pack down - 4 people
2. Guest area Set up, pack down, bar set up and pack down and drink service - 3

Emerald Show Society Launch function is an informal dinner for our Sponsors, members and special guests. We need assistance with running the function including, assist with set up of tables and chairs, set up basic bar (2 tables with cups and stubby coolers) serve attendee's drinks, assist with setting up the catering tables with food, napkins, cutlery, serving utensils and serve the guests meals as buffet style. Post event pack away food, all furniture, collect rubbish from tables, pack away bar and return items to the show bar cold room

We expect roughly 280 guests.

We recommend 6-8 people at all times which can be broken up into shifts if needed.

### **5pm set up for event to start at 6pm**

Set up tables for bar serving areas - 2 people

Assist with setting up tables and chairs for guests (roughly 280) 2 people

Set up for catering and food service - 4 people

Serve event attendees drinks and dinner - 6pm onwards

Clean away rubbish from guest tables.

- The cold room will be stocked however if extra is required this will need to come over from the show main bar. A key to access this will be provided. All remaining items in the cold room will need to be put back in the main bar at the end of the night and locked up. The cold room will need to be turned off and locked in the walkway next to the show office.

### **9pm**

Event pack up

## INFORMATION

- All volunteers need to be inducted in the process and their workplace prior to commencing work, we would suggest that all volunteers arrive on site 15min before their rostered shift starts.
- There will need to be one contact person who is in charge of this tender and all the operations during the event.
- The safety of our patrons and volunteers is very important if there is a safety risk that arises please notify the Show Society representative as soon as possible.
- At least one staff serving drinks will need to hold a current RSA
- A menu and run sheet will be emailed closer to the event date

