

Emerald Show Society

LAUNCH FUNCTION

Monday 2nd June 2025

Assist with set up of the Emerald Show Launch Function, serve attendee's drinks, assist the caterer with set up and service of meals to attendees.

We recommend 3 people at all times which can be broken up into shifts if needed.

- Set up tables for bar and dinner serving areas - 5pm
- Set up tables and chairs for guests (roughly 250)- 5pm
- Set up sauces, salt & pepper, plates and cutlery - 5pm
- Assist with caterer if required - 5.30pm onwards
- Serve event attendees drinks and dinner - 6pm onwards
- 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.
- Clean away rubbish from guest tables.
- Event pack up - 9pm onwards

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.
- Staff serving drinks will need to hold a current RSA

