Emerald Show Society

LAUNCH FUNCTION TENDER

Event Overview:
The Emerald Show Society Launch Function is an informal dinner for our sponsors, members and special guests. Approximately 280 guests are expected.

We are seeking assistance to help run the function, including setup, meal service, bar operation and pack down Monday 31st May 2027

Please note: this tender may be split between two groups if required.
TENDER AMOUNT: Meals and service $500 - Bar and Guests: $300 - FULL TENDER $800

Responsibilities

Meal Service & Serving Area (4-5 people)

Set up catering tables, including food, napkins, cutlery and serving utensils.

Assist with serving meals (buffet style).

Maintain cleanliness of the serving area throughout the event.

Pack down and clean up after service, including returning all catering equipment.

Guest Area & Bar Service (2 people)

Assist with set up guest seating and tables (approximately 280 guests).

Set up bar area (two tables with cups and stubby coolers).

Serve drinks to attendees throughout the event.

Clear rubbish from tables during the evening.

Pack down bar area and return all remaining items to the main bar cold room.

Schedule & Staffing

4:30 pm – Setup begins

Bar area setup (2 people)

Guest tables and chairs setup (2 people)

Catering and food service setup (4-5 people)

5:30 pm onwards – Event begins

Serve drinks and meals

Maintain cleanliness of guest areas

8:30 pm – Event pack down

Clear tables, pack away furniture and bar setup

Return items (drinks, cups, stubby coolers to the main bar.

Ensure portable cold room is locked and power turned off and stored away (access key provided)

Additional Information

A team of 6–8 people is recommended on-site at all times.

Roles can be split into shifts if required.

The portable cold room will be pre-stocked; additional stock can be collected from the main show bar (key provided).

All remaining cold room items must be returned to the main bar at the end of the night.

Ensure all areas are left clean and tidy.

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 import 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 - please email to admin@emeraldshow.org.au

A menu and run sheet will be emailed closer to the event date