

 CITY OF GRAFTON EISTEDDFOD SOCIETY INC.	THE ROLE OF THE EVENT CO-ORDINATOR
ABN: 25 536 393 358	As at September 2026

Membership of the Committee

The Committee has a maximum total of 7 positions.

There are 4 office-bearers:

- a) President
- b) Vice-president
- c) Treasurer
- d) Secretary

There are up to 3 additional positions (which are optional), held by ordinary Society members which perform the following roles:

- a) Event Co-ordinator – Dance
- b) Event Co-ordinator – Schools’ Days, and Speech & Drama
- c) Event Co-ordinator – Music, and Battle of the Bands

The Role of the Event Co-ordinator

The role of the Event Co-ordinator is to plan, organize and facilitate each eisteddfod event.

The Main Tasks of the Event Co-ordinator

The duties of the Co-ordinator include but are not limited to:

- Event Dates:
 - Setting and publishing the dates for the year – per the planning calendar.
 - Booking any additional services as required (eg For Dance - the Photographer and Videographer).
- The Schedule:
 - Developing the Schedule of sections entrants can enter.
 - Setting entry fees and online processing fees.
 - Proposing required awards (eg section awards, scholarships, encouragement awards, aggregate awards).
 - Seeking approval of the Schedule by the Committee.
 - Posting the Schedule online, and posting relevant notices.
- Trophies and Awards:
 - Ensuring the Committee approves the decisions on the awards to be offered (eg trophies, medallions, awards, scholarships, money) are made before the Schedule is finalized.

- Liaising with the Secretary to draft the letters prepared that will be handed to the scholarship and championship winners at the event.
- Liaising with Trophy shop on ordering trophies and any related engravings, and confirming numbers of each type of trophy and medallion as soon as possible after the Programme is finalised.
- The Adjudicator:
 - Finding a suitable Adjudicator for approval by the Committee well in advance of the event. Liaising with the Secretary to initiate a draft contract for the Adjudicator, and then having it approved.
 - Getting biographical notes and photo to put into the Programme.
 - Finding the Adjudicator suitable accommodation, and ensuring they can get to and from the event daily – as required.
 - Providing meals for the Adjudicator during the event – as required.
 - Ensuring the Adjudicator is fully briefed about how the event will run, their role, our expectations, and awards dissemination (eg awards they have to decide, issuing extra awards not listed in the Programme – such as extra Highly Commended awards).
- Online Entries:
 - Setting up Stardom for online entry, with sections and related information (eg fees, dates, section titles and numbers) matching that stated in the Schedule.
 - Responding to questions from entrants (received via phone, social media, Stardom, email).
 - Liaising with Stardom on any system problems.
 - Liaising with the Treasurer to ensure entry fees are all paid prior to the event.
 - Ensuring a record of all entries is easily accessible at the event.
- Programme Development:
 - Developing the Programme document.
 - Assigning section trophies (in the document) that have been donated as part of the entry process.
 - Ensuring sponsor's logos are included.
 - Scheduling and sequencing all Stardom entries to reflect the draft Programme. NB. This process serves as an essential check to ensure no entry has been missed, and it is essential so that the music files will be properly sequenced ready for downloading.
 - Posting the Programme online at least 2 weeks prior to the event, and posting relevant updates and notices.
 - Ensuring other relevant people get emailed copies of the Programme as soon as is practicable (eg the Adjudicator, Photographer, Videographer).
 - Printing hard copies for each of the key workers at the event as needed (eg Announcer, Adjudicator, Scribe, Music Desk, Back Table, Admission).
 - Printing some hard copies to sell at the event.
- Programme Changes
 - Ensuring there is a master copy of the Programme easily accessible at the event.

- Marking ALL changes to the released copy on the Master copy as they occur (eg withdrawals, changes of section).
- Ensuring that someone is monitoring email and social media during the event, and is feeding through advice of changes in a timely manner.
- Promptly marking changes received DURING the event to the Programme copies held by key staff (eg Announcer, Adjudicator, Scribe, Music Desk, Back Table, Admission).
- Music:
 - This assumes that Stardom reflects the Programme.
 - Downloading the music files from Stardom.
 - Checking all music files play, and getting replacements for those that don't.
 - Chasing entrants to get any outstanding files before the event starts.
 - Sequencing all music files to ensure they match the day, session and entrant order in the Programme.
 - Ensuring the Adjudicator promptly provides improv music files, and adding them into the sequence.
 - Developing the music running sheet (for use at the event).
 - Loading and testing the sequenced music files into the laptop for use at the event.
 - Ensuring the music is set up at the venue, and connects to the sound system and the videographer's equipment.
 - Ensuring someone can come and make changes to the music file list during the event (eg if someone wants to swap their music or move sections etc).
- The Venue:
 - Booking a suitable venue as far in advance as is possible.
 - Managing the set up and pack up of the venue.
 - Arranging times, keys etc with the venue provider.
 - Ensuring the venue has an emergency / maintenance contact who will be on call during the event to assist with and resolve any issues as they arise.
 - Ordering a skip bin for rubbish if needed.
 - Arranging team members and friends to help set up and pack up the venue (eg seating, dais, chairs, admission and back tables, trophies, canteen, signage, Tarkett flooring, sound equipment, sponsor signage).
 - Arranging with other service providers about when and where they can set up (eg Photographer, Videographer, BBQ stall).
 - Managing the venue during the event.
 - Ensuring a Committee member is present and in charge at the venue at all times.
 - Ensure the venue is unlocked at the start of the day and locked up again at the end.
 - Ensuring any cash and items of value are monitored and secured.
NB. People under 18 years of age can't be responsible for money.
 - Ensuring the performance areas are prepared at the start of each day, and are also checked regularly during each day.
 - Promptly resolving any venue issues as they arise (eg blocked toilet).
 - Regularly checking for lost property.

- Ensuring the venue remains clean and safe for entrants, the audience and volunteers (eg no wet patches on the floor).
- Managing the attendees during the event.
 - Ensuring the Adjudicator is not bothered by attendees.
 - Ensuring no one is taking photos or videos of performances.
 - Taking feedback and responding to complaints as they arise.
 - Maintaining safe and appropriate behaviour by performers and supporters in the backstage areas.
 - Promptly addressing any anti-social, threatening, intimidating or abusive behaviour.
- The Canteen:
 - Planning the menu, goods and pricing for the canteen, for approval by the Committee.
 - Ensuring appropriate signage.
 - Ordering goods and arranging their delivery.
 - Arranging volunteers to work the canteen. At least one person must be working there at all times, two during busy periods such as lunch and dinner breaks. If money is involved, they must be at least 18 years old.
 - Arranging other related services if required (eg For Dance, a BBQ stall on Groups Sunday run by a local organisation).
 - Arranging for a Committee member to do canteen supply top-up runs daily or as needed (eg milk, fresh bread).
- Event Helpers:
 - Finding suitable volunteers to fill event roles (18 years old or over if money handling is involved).
 - Developing a schedule of volunteers – by session and day – to do all the tasks that are needed during the event.
(eg Announcer / Scribe / Back table / Admissions Desk / Music player / Improv section entrant minder / Canteen / change rooms / side stage area)
 - Liaising with the Secretary to ensure they have appropriate information and records for each volunteer.
 - Briefing and training each new volunteer on their duties.
- Questions and Social Media:
 - Liaise with the Secretary to ensuring someone is monitoring email and social media to ensure all queries are dealt with in a timely manner (before and during the event).
 - Having a point of contact for the media officer at the venue so they can pass on any information quickly (esp about changes to the Programme).
 - Monitoring posts made about the event, and repost to the Society's Facebook page.
- The Results:
 - Ensuring the volunteer on the back table promptly and accurately records the results as they happen:
 - Records place getters and their scores for each section.
 - Calculates aggregate trophy winners if needed.

- Records winners of any special awards made by the Adjudicator.
- Ensuring the Adjudicator announces appropriate results at agreed times, with useful comments.
- Announcing and handing out of other awards (eg scholarships) at the appropriate point in the event – as needed.
- During the first week after the event, ensuring the results are typed up, proof read, put online, and making appropriate posts.
- In the week after the event, providing relevant information to local media (eg newspaper, radio).
 - A short write-up (approved by the Committee)
 - A set of photos from the Photographer (who has obtained the competitor's consent).
 - The results.
- Review of the event:
 - Do a written report for the Committee on the event.
 - Liaise with the Secretary to convene a Committee meeting roughly a fortnight after the event finishes to review the event, discuss what worked and what needs to improve, agree changes for next year, discuss feedback, and a preliminary financial report (expenditure and revenue).
