



Guidelines for Organising Sub Chamber Judging Finals

The location and date of a Sub Chamber judging is determined annually by each Sub Chamber. The judging must be held by 30 June 2024. It also allows sufficient time for the State Showgirl Committee to prepare the necessary administration and publicity involved for the State Final. Each Sub Chamber is requested to advise the State Showgirl Committee the name and contact details of the Sub Chamber Coordinator as soon as this is determined by the Sub Chamber. The contact details for the State Showgirl Committee can be found on the website.

When hosting a Sub Chamber final, it is likely the host show will be hosting both the Showgirl and the Rural Ambassador Competition. These competitions can be run in conjunction with each other. The main thing to remember is that they are different competitions and have different entry requirements, entry forms and are looking for a different winner. It is very plausible for an individual show society to have both a Showgirl and a Rural Ambassador.

In most cases, depending on how many finalists in each competition the host Show Society of the Sub Chamber Finals has, it is ideal to have a separate set of judges for both the Showgirl and Rural Ambassador competitions. All information below is relevant for both the Showgirl and Rural Ambassador competition at a Sub Chamber level.

Budget

Sub-Chamber Finals do cost money to host however a Show Society should be able to cover all their costs. It is very important to draw-up a budget right from the start. When you have finished add a 10% contingency – there will always be something that occurs that you weren't expecting. Examples of a few costs that may or may not be applicable to your budget include:

- Venue hire
- Accommodation for judges
- Transportation
- Entertainment/background music
- Gifts – Showgirls, Rural Ambassadors and Judges
- Catering
- Wait staff
- Hire of equipment – e.g. audio equipment (microphone etc), tables & chairs, decorations, display panels, stage etc.
- Meals for judges and invited guests
- Meals for Showgirl and Rural Ambassador Entrants including judging lunch and presentation Dinner
- Accommodation/meals for the reigning Sub Chamber State Finalist
- Printing and photocopying
- Cleaning

Please note that the above are suggestions only of some of the expenses that may be incurred and that there may be other costs that are applicable to your particular circumstances.

Sponsors

Start speaking with potential local sponsors early. The hotel/motel where the majority of your guests will be booked into is always a good place to start – some are more than willing to give you



an extremely good price if it means guaranteed occupancy. Other suggested sponsors may include the local Council, businesses that will benefit from the event such as hairdressers, florists and the venue where the presentation is to be held. You can never have too many sponsors. They are very important to the event's success so you need to look after them and give them as much media coverage and publicity as possible all the way leading up to and during your Sub-Chamber Final.

Venue

Book the venue for the presentation evening months in advance. You should place a tentative booking with the venue as soon as you have been advised of your Show Society's success as a Sub-Chamber finals host.

Accommodation

Book accommodation at a suitable motel/s for Showgirls and Rural Ambassadors judges etc. The cut-off date for confirmation of bookings should be advised to the entrants and their Show Societies. As with the venue, you may be able to get a very good rate because of the quantity of rooms you book. This is especially true if there are a number of accommodation facilities in the area that all compete for business. Also ask if they have a suitable room in which to conduct interviews and to hold a judging lunch; however, this can be conducted elsewhere if desired. It may also be advisable to have a list of other local accommodation that can be sent to Show Societies if required, however in many small communities' accommodation and venues are limited.

Compere

Organise a MC/Compere for the evening. This may be someone you already know such as an outgoing or past Showgirl or Rural Ambassador or you may like to invite a media personality from a local radio station etc. It is essential they have a good understanding of the history, aims and the guidelines of both The Queensland Country Life Showgirl Awards and the Rural Ambassador Awards.

Send a copy of the evening program to the Compere and also a copy of the entrant's information details if he/she will be introducing the entrants. This will give them time to formulate appropriate questions for each of the entrants that pertain to their background. Please note that an on-stage interview is required at all Sub-Chamber Finals as it forms part of the judging process. It is desirable that the Compere speak to each contestant before the evening function to discuss the night's procedure and type of questions to be asked. This will help relax the contestants prior to this onstage interview. Also make sure that the Compere has a list of both your Sub-Chamber Final sponsors.

Entertainment

It is totally up to the Sub-Chamber Finals host as to whether to provide entertainment for the Presentation evening or not.

Printing

Start thinking about your printing requirements, you may need to consider invitation cards, dinner entrée cards, a presentation program and even table place cards and menu depending on how detailed you want to be. If you have access to a photocopier, a lot of the above can be done by yourself. If not, you may like to start looking at prices. Perhaps encourage a printer to be one of your sponsors. Please note that the Competition is to be referred to as **The Queensland Country Life Showgirl Awards hosted by Queensland Ag Shows.**



Judging Lunch & Interview Location

If you haven't already organised a suitable interview location and judging lunch venue then now is the time to do it. As mentioned above, the motel where the Showgirls and Rural Ambassadors are staying may have suitable facilities. If not, an alternative location needs to be booked. Ensure that there is an area outside the interview room where the entrants can congregate whilst waiting their allocated interview time. Some Sub-Chambers conduct their Showgirl and Rural Ambassador Judging in conjunction with their Sub-Chamber Meeting and therefore lunch can be held all together.

Judges

The Show Society hosting Sub Chamber Finals organises the panel of judges – preferably at least one male and a judge who reside outside the Sub-Chamber if possible, for each competition. The Sub-Chamber or the host Show Society pays for the accommodation for the judges and also for their meal at the Presentation Dinner.

Entrants

The Sub-Chamber Secretary will need to contact all Show Societies to ask if they have a Showgirl/Rural Ambassador and, if so, they will need to send to the Sub-Chamber the copy of the Nomination Form. These will have to be given to the Sub-Chamber Showgirl/Rural Ambassador Coordinator so that she can copy one for each of the Judges and also the MC. The Showgirls, Rural Ambassadors and Show Societies will need to be advised of accommodation details and also provide a copy of the judging timetable and the day's proceedings including where to meet etc. It is sometimes useful to also provide a map of your town that highlights the places that they will need to find.

Program

Once you have received all the necessary documentation from the entrants you can go ahead and have a program printed. Sometimes however this is not possible until very close to the Sub-Chamber Finals as some Show Societies still won't have judged their Showgirls and Rural Ambassadors. In this case have everything ready to go as soon as you receive the last entry.

Judges Information

A timetable needs to be sent to each of the Judges for the day's proceedings. The timetable should include the interview time for each entrant including deliberations after each interview, the judging lunch and the time for the evening presentation. A copy of each entrant's Nomination form and judging guidelines also needs to be sent out in plenty of time so as to give the judges time to study the information. As none of the above can be carried out until you have all the necessary documentation from the entrants it is suggested that you don't leave it too late to start chasing up Show Society Coordinators for the relevant forms.

Timetable

When planning the judging timetable look at the number of entrants you have. The more entrants on the day the earlier you will need to start. Allow 15 minutes for the judging interview and 5 minutes for the discussion on each of the entrants. Also try to schedule the entrants so that the closer the entrant lives to your town then the earlier their interview is. This will allow those who need to travel a greater distance more time to arrive.



Outgoing Sub Chamber Winner Responsibilities

The outgoing Sub-Chamber Showgirl should be invited to attend the Sub-Chamber final to assist with the judging, make a speech during the presentation reflecting on their year as a State Finalist and to sash the incoming Sub Chamber winner.

A letter should be sent to the outgoing sub-chamber Showgirl well in advance to request their company. It is also a great opportunity to get them involved with the Sub-Chamber Final by having them act as a host during the interview process and quite often they will be able to give a lot of good advice to the entrants and settle their nerves. Please note that their meal at the Presentation Dinner should be paid for by the Sub-Chamber or host Show Society.

Sashes

The sashes for the Showgirl Sub-Chamber winner and runner up should be provided by the Sub-Chamber. The Winner will not need this sash at State Final as she will be issued with a State Finalist sash in Brisbane. Please do not order a tri-coloured sash for your Sub-Chamber final event, as this is reserved for the State Final winner. The host Show Society should confirm with the Sub Chamber who is responsible for ordering sashes as it varies in each Sub Chamber.

Invitations & Dinner Passes

Send out invitations for the Presentation Dinner well in advance. Invited guests who should receive complimentary dinner passes include:

- Showgirl Entrants
- Rural Ambassador Entrants
- Judges and Partners
- Outgoing Sub Chamber winners
- Compere (if a special guest)

Catering

Confirm catering requirements with the venue/caterers. Ask when they will require final catering numbers (this is usually at least three working days prior to the event) and at this time also give them a copy of the evening's program and go through the event with them. You will also need to advise them if you will want the wait staff to stop serving and clearing plates during speeches or maybe just to provide drink service during this time. You may also have arranged for table centers, which you will need to advise the caterer of. Note that some venues/caterers will require a substantial deposit well before the event. In regard to the judging lunch, a suitable menu needs to be decided on that will give the judges the opportunity to judge an entrants etiquette in a more formal setting.

You will need to request dietary requirements from all invited guests upon RSVP. These details usually need to be communicated with caterers in the week prior to the event.

Accommodation

Confirm all accommodation requirements with the motel/s and advise of names of guests. Also ensure that all Sub Chamber Finalists and their Show Societies are informed of accommodation details so that they can organise their bookings.



Judging Day

- Ensure that the interview room is set up. Provide tea/coffee, water, paper and pens etc. Also consider the replenishment of refreshments between interview times.
- Have printed copies of the entrants Nomination forms, the criteria sheets and the judging guidelines available. These are available on the website.
- Name tags for the Showgirls makes the Judges' job a lot easier especially in larger Sub Chambers.
- Start on time and try to keep to the schedule during the course of the day. Even though written in the Judges' Guidelines, remind the judges that they must give each entrant the same amount of time for interviews – shortcuts are not to be taken.
- Each entrant should be taken into the interview room and introduced to each of the judges. As mentioned above, the outgoing Sub Chamber Showgirl would be ideal for this.
- No other person is to be in the room during interviews – this includes photographers and the recording of videos.
- Provide an envelope for the judges into which the winner and runner up names is to be placed.

Sub-Chamber Final Presentation

- Ensure that the judges are in good view of the stage area from their table as they will be judging the entrants on a variety of aspects whilst they are standing at the microphone.
- Have a jug of water and 2 glasses available near the microphone for use by the Compere.
- Try not to have the announcement of the Finalist too late in the evening as some guests will have a long way to travel home and may want to leave directly following the presentation.
- Organise with either the Chief Judge or another person to take the winning envelope up to the stage.
- Make mention of the sponsors during the evening – this should be included in the Compere's notes.

Post Sub-Chamber Final

- The name and contact details of the Sub-Chamber winner is to be sent to the State Showgirl Committee **immediately (within 48 hours)** following the Final. If you are unable to email then please phone through on the Monday following the presentation.
- **Each Sub-Chamber and host Show Society is responsible for securing appropriate prizes for the Sub-Chamber winners.**