

SHOW JOBS

AWARDS

Responsible for obtaining class awards (approximately 50), High Point awards (13), and ribbons for the show within the constraints of the budget.

VOLUNTEER COORDINATOR

Responsible for obtaining and scheduling volunteers for the show. Volunteer jobs include scribes for judges, ring stewards (2), stewards for each warm-up area (2 or 3), announcers, office help (1), scorers (preferably 2), runners (2), awards dispenser. With the exception of scribes these jobs typically operate in 2 hour shifts but can be longer. Scribes may be either half day or preferably full day or entire show shifts.

Be on site during the show to make sure all jobs are filled at the appropriate times.

HOSPITALITY

Responsible for care and feeding of Judges and TD. Provides baskets of goodies for judges tables, arranges lunch for judges, scribes (when doing full day shifts), TD, Show Manager, Show Secretary, hired office help. Arrange transportation between hotel and show grounds for judges and TD.

DECORATIONS

Obtains flowers, plants etc. to decorate judges stands. Typically the plants are loaned by nurseries in exchange for an ad and acknowledgement in the show program. Sets up stands during set up time period on Friday afternoon. Decorates judges table to include "modesty" panel. Makes sure judges booths are clean and provided with comfortable chairs for judge and scribe. At the conclusion of the show, takes down decorations and returns plants.

GROUNDS

Meet with EXPO grounds staff a week or so before the show to verify requirements. Instruct EXPO on footing requirements and make sure arrangements are made for grooming at close of day and during lunch breaks.

Inspect stalls and make sure they are reasonably clean. Arrange for bedding to be delivered and placed in stalls on Thursday before the show. Competitors usually start arriving on Thursday. Extra bedding to be locked in a stall. Responsible for sale and delivery of extra bedding purchased by competitors. Make any left over bedding available for sale to club members at the conclusion of the show. All bedding needs to be removed ASAP and EXPO staff informed.

Arrange for arenas to be brought to the EXPO Thursday and set up a cleaning party.

Assign stalls to competitors, post stabling charts and stall labels. Also post emergency numbers for Show Management, farrier and Vet.

Post emergency plan and emergency phone numbers near public phones. Install sharps container near wash rack.

Responsible for arena set up on Friday afternoon and the disassembly at the conclusion of the show. Arrange for arena to be returned to storage location.

Have PA system connected by EXPO staff and checked out on Friday during set up period. Arrange for having a tape and CD player on site for musical free style classes.

Be available throughout show to address competitors concerns.

SPONSORSHIPS

Responsible of coordinating solicitation of show sponsors. Develop price lists and distribute to chapter members. Collect sponsor ads and checks. Maintain accurate records of sponsors.

Submit ads to Show Manager/Secretary two weeks in advance of show for inclusion into program.

Send out thank you cards to sponsors.

Note: Although we say that ads must be camera ready copy, there are many ads that need to be written and/or edited. It would be helpful to have someone available familiar with computer imaging programs to help with that.