

Show Preparation

The show chairperson needs to contact or appoint people to do the following.

Start up money- Coordinate with Treasurer 1 week prior

Ribbons- Is there enough?

Registration- Paperwork (flyers, forms, numbers, non member waivers, membership forms).

Supplies (pencils, calculator, envelopes, walkie talkies (AAA batteries),
stopwatch, safety pins, ribbons)

Post any necessary "rules", patterns, sponsors

Grounds- Arena- Coordinate with grounds manager to be done.

Garbage bags in cans- Coordinate with grounds manager

PSC signs out night before or morning of show early

Kitchen- Coordinate with Kitchen manager (times open/close, extra workers, donations)

Announcer- to arrive min 1 hour before show (PA system, timer set up)

Show chairperson to contact EMT about show going on.

Ring Crew- pre show set up trail (pattern from judge)

-pre show tape off gate area and no parking areas

Clean up people- end of show garbage pick up/empty trash cans

Put away trail class

Show Workers needed

Judge (if needed)

Ringmaster (if needed)

Ring Crew (3 minimum)

Back up timer person

Registration people (2 min)

Announcer

Announcer helper

Ribbon Runner

Kitchen people

Gate person (over 18 yrs old)

50/50 ticket seller

Chairperson

General Day of Show Schedule

Morning of show PSC signs should be in appropriate spots.

Show Chairperson should remain at registration or designate a responsible party throughout the day.(make appropriate parties aware announcer/registration)

Show Chairperson is responsible for decision to cancel show and to contact President/Board and otherwise public notification.

1 hour before show time:

Registration begins
Announcer begins (timer and PA to be set up and ready)
Kitchen open or preparing to be
Trail class setting up

During show:

Announcer (CONTROLS THE FLOW OF THE DAY WITH JUDGE !!!) **VIP**
Needs to be aware of goings on!
Keeps show moving at acceptable pace.
NO Children upstairs!!!

General announcements:

List of Sponsors
Keep spectators/riders away from gate
No racing/cantering outside of arena
Helmut rule under 18yrs old
Pick up your garbage/horse manure
Thank people for coming

Announcer helper (also very important person) go between registration/Announcer
Gets class list etc.to announcer
Aware of goings on and lets announcer know anything important
Helps announcer keep show moving at a acceptable pace.
No one should be shouting up to announcer stand they should go thru registration person to you.

50/50 tickets need to be sold.

End of Day:

Clean up people-Garbage cans emptied
Trail class pick up(can do earlier when trail is over)