Duties of show committee

The following is a list of things that need to be done or monitored by the show committee there may be some things missing or forgotten. This is just for the show committee NOT show manager.

- Book Show manager or If you are looking to take this on **Be sure you are aware of Registry RULES!!**
- Set show Budget and present to membership for approval
- Book announcer $500 budget
- Coordinate budget for Officials approved by executive & membership – relay info to show manager
- Book facility and negotiate best price for membership based on member requests
- Coordinate class lists with show manager based on members needs, requests and rules of registries
- Coordinate with Futurity and Youth committee
- Count ribbons pre and post show & and order accordingly
- Haul and store ribbons, club stick, coffee supplies, liberty music player etc.
- Arrive early enough that you can post all information that is necessary for exhibitor move in
- Confirm stall configuration is correct and shaving that have been orders are correct and clean
- Gather / Draw patterns and provide to Show manager (**Be sure you are aware of Registry RULES!**)
- Volunteers to secure: gate person, ribbon person, obstacle course setters (**Be sure you are aware of Registry RULES!**), ring master for Fri and half of Sat (**Be sure of you are aware of the Registry RULES**) runner for the meals for officials, someone to make coffee in the AM and through the day
- Make sure you have 2 scribes for measuring
- Set tables up for measuring and coffee – be sure they are clean
- Set up ribbon tables
- Book Officials lunches & refreshments within budget
- Camping – making sure the fire lane is clear and all people have a spot with power. Monitor who & how many pug in. Make sure campers are not blocking move in
- Be sure biosecurity measures are being followed for horses arriving
- Make sure all building safety code & bylaws are being followed
- Night checks & keep track of emergency contact for horses
- Present to membership a profit and loss for each show
- Be sure show results are distributed to high point committee and website committee
- Post and market the show (**Be sure you are aware of the Registry RULES!**)
- Make sure bills are paid use of cc may be needed – work with club treasure
- Call for building maintenance if needed
- Be sure all jumps are ready to use at ringside prior to show
- Be sure arena footing is appropriate
- Be sure announcing system is up and ready
- Be sure the office respectable & clean if necessary
- Set up ring display and be sure it is clean daily and in order
- Be sure all jumps and obstacles are in working order