

## Show Manager Check List

### Prior to the show:

Make sure trail equipment will be at show. Prior Shows' managers should have possession of the trail trailer. Haul to appropriate arena.

### Day of Show:

1. Be there by 7:00 PM. Set-up secretary tables, Trail judge tables, set out judges chairs and make sure PA is working. Provide water for judges at specified location, if need be have a cooler with water. Provide clip boards, pens and judging cards for judges (Show secretary will have a box of supplies needed) and answer any questions they may have. Have judge's lunch requests and make arrangements to order.
2. For better control, it suggested that one person takes care of meeting judges and help posting patterns, and make sure judges receive their checks at the end of show. Same person can also make sure Show Secretary is present. The other show manager can line out arena help, announcer, facilitate trail set-up, hand out walkie-talkies etc. and get cones to gates.
3. If our arena help will be the 4-H Clubs, give them (an adult leader is always to be present!) instructions and make sure they get paid at the end of the show also. Instruct their adult leader to please supervise the set-up and tear down of Trail Class and be available if judge needs help. Make sure your Trail Steward understands job duty requires re-measuring after re-setting course (if necessary). Double check trail set up to make sure measurements are correct and that course is safe before show starts.
4. Have Gate Helpers make sure classes move along quickly – have the next class lineup on rail when previous class is lined up in middle. They will need to keep accurate gate sheets and hand in to show secretary at the end of the day. Gate Helpers are to have communication with the Announcer to update gate sheets. Exhibitors are to be at the gate when class is called, unless a gate hold has been requested. Do not delay start of class if possible. Notify Ring Steward of gate holds requested. Please remind our helpers to be respectful at all times to exhibitors!! Some Members show multiple horses and will need time for changes.
5. Announcer needs to be instructed to staple Judge's cards to class sheet and hand over to the Show Secretary after placings are announced. Assign one "runner" to assist Announcer.

Show should practically "run" itself if you get your helpers properly instructed and prepared ahead of time.

Please make sure there are NO questions regarding judge's cards before releasing judge at end of show!