

## MANAGER'S SCHOOLING SHOW CHECK LIST

To keep all of our shows similar to one another, please follow these procedures:

### Four weeks before the show:

\_\_\_\_\_: 1. Contact the member who has the equipment trailer in their possession to determine when and where to obtain the equipment, ribbons, etc. needed for the show. Inventory the trailer for the amount of drinks and food leftover from previous show.

\_\_\_\_\_: 2. Contact the judge by phone and introduce yourself and confirm the date and location of the show. A letter was sent when the judge was booked for the show. A copy of this letter, which also states the fee negotiated, is available from the IEO schooling Show Coordinator. You will be responsible for paying the judge with an IEO check, at the show. Ask the judge the number of rides they will judge.

\_\_\_\_\_: 3. Select an assistant manager. This is not absolutely necessary, but it is a way to make your job easier as well as to train and involve more members.

\_\_\_\_\_: 4. Confirm details with show secretary and become familiar with the Standing Rules for IEO schooling shows. Review the Prize list and Awards sections.

\_\_\_\_\_: 5. If you have any questions to which you do not know the answer, or problems which you cannot resolve, contact a past show manager or BOD.

\_\_\_\_\_: 6. Ask the Membership Chair for an updated membership roster. Email all members and ask for their support to volunteer for your show. With the help of your assistant manager, select reliable individuals to assist you in running the show. You will need a Ring Crew of around 6 people for set up the day before the show. In addition, the day of the show you will need:

- 1) 1 or 2 gate keepers/ring stewards, depending on the show and location of the warmup ring to the show ring. Their job is to keep the competitors checked in and to the show ring on time. We need 2 at Diamond 7.
- 2) Scribe to write for the judge. They should be experienced or have observed scribing at another show
- 3) A scorer plus a double scorer to double check the numbers. These two positions hand out show packets to the exhibitors, score the tests, write the scores on the board for competitors, and give the final scores to the show secretary who then posts them on the website. They also hand out ribbons with the tests.
- 4) Announcer: they really are in control of the show! Announce who is in the ring, and the next 2 riders that are to be ready. Let riders know if we are on schedule.
- 5) Runners: they pick up tests from the judge and give them to the scorers. This person can also help to hand out in the secretary stand for various duties.
- 6) Clean up: tear down the ring; pack up secretary supplies; empty coolers, etc. Clean up gets ½ day volunteer time if there is a ring to tear down.
- 7) Do not assign yourself any duties. Be free to handle the unexpected!

If a person needs volunteer hours, find them a job. We do not want to say no to them **IF** they need their volunteer hours for year end awards. You can also add a person to give breaks or to sub in when someone is riding their test.

**Two weeks before the show:**

\_\_\_\_\_: 1. **MAKE A SPREADSHEET OF VOLUNTEERS AND THEIR DUTIES & BRING TO THE SHOW.** The volunteers will sign this sheet for their hours. Send out reminder notes or e-mails. Review their responsibilities with them. If they work ½ day, you will need 2 people for the 1 position. Ask if they plan to ride in the show and work with the show secretary to get in their volunteer time.

**Ten to one day before the show:**

\_\_\_\_\_: 1. Email your spreadsheet to the volunteer list. Notify each worker of his or her starting time. It will be different depending on the job: Scribe, gate keeper/ring steward, 1 scorer, announcer – ½ hour prior to start of show; 2nd scorer, runner – at start of show; Secretary, Assistant Manger and Show Manager at least 1 hour prior to start of show.

\_\_\_\_\_: 2. Contact facility if ring set up is required, to determine when the grounds will be available for set up, generally Saturday afternoon.

\_\_\_\_\_: 3. Contact Ring Crew to confirm time of ring set up/tear down. Determine where the ring is supposed to be and have tent/table/chairs for judge and scribe available. Have them watch the ring setup video at PremierEquestrian.com website.

\_\_\_\_\_: 4. Be sure to contact the member storing the equipment trailer at least 1 week prior to the show to arrange to pick up the trailer which includes equipment, tests, ribbons, etc. Contact next show manager to arrange to pick up trailer after the show.

\_\_\_\_\_: 5. Call judge and inform them of the starting time. Check to see if they have any special dietary requirements.

\_\_\_\_\_: 6. Get checks from the IEO treasurer for judge and facility. Submit reimbursement forms or receipts for expenses that are not known before the show, to the treasurer after the show, for reimbursement, such as food items.

\_\_\_\_\_: 7. After setting up the ring on ie, Saturday, check the sound system; determine how to do freestyle music; charge walkie talkies.

**Day of Show: SMILE! YOU ARE THE FACE OF THE CLUB!**

\_\_\_\_\_: 1. Arrive at the show at least 1 hour before the first class. You need to make sure the facility is open by the time the first warm up ride should start.

\_\_\_\_\_: 2. Start the show on time and keep it on time. Inform riders as they check in or in the warm up area if the show starts to run late or ahead of schedule. They have the option to keep their assigned ride time, or take their ride ahead. ANNOUNCER to assist.

\_\_\_\_\_: 3. The Manager is to provide food/drinks for the judge and volunteers, only. Keep the lunch and drink costs to approximately \$60 – \$100 depending on the size of the volunteer list and length of show. Ice will also be needed. At Diamond 7, vouchers are given to the volunteers for lunch at their food stand. Mgr to provide drinks and snacks.

\_\_\_\_\_:4. Give Walkie Talkies to: Announcer; Secretary stand; scribe; gate keeper. At Diamond 7 the Announcer & Secretary stand has one; 2 for gate keepers, and 1 for scribe.

\_\_\_\_\_:5. Memberships: Anyone who is not a member, ask them if they would like to become a member during the show. If they do, they receive \$10 off their membership fee for every class they entered at the show.

\_\_\_\_\_:6. **Have volunteers sign their name with their hours on the volunteer sheet and give this spreadsheet to the Awards Coordinator after the show. Give them their IEO BUCKS they earned: \$2.50 for half day; \$5 for full day and have them initial that they received their IEO Bucks.**

TAKE TWO FIRST AID KITS THAT ARE IN THE TRAILER, ONE EQUINE & ONE HUMAN, TO THE SECRETARY STAND.

IN THE EVENT OF A MEDICAL EMERGENCY **DIAL 911**. TELL THE DISPATCHER: "NEED AN AMBULANCE" Give location of show: ADDRESS

TELL THE DISPATCHER TO "**ADVISE AMBULANCE DRIVER TO CUT LIGHTS & SIRENS BEFORE ARRIVING AT THE FARM ENTRANCE**"

### **End of Show Day**

\_\_\_\_\_: 1.Thank the judge and give him/her IEO check.

\_\_\_\_\_: 2.Supervise the removal and return of the trailer and remaining ribbons, tests, etc. to the next Show Manager.

\_\_\_\_\_: 3. Be sure the grounds are clean and all borrowed equipment, chairs, tables, etc. are returned. Leave the facilities neater than you found it. Thank the facility host and give them their IEO check.

**Within the first week after the show:** Send volunteer list to the awards coordinator.

FYI: The Show Secretary is responsible for the Awards for High Score of the Day / Divisions, etc.