

MANAGER'S SCHOOLING SHOW CHECK LIST For show consistency, please follow these procedures:

### **2 Weeks before show:**

1. Equipment trailer is located at Diamond 7. Contact the prior show manager to confirm the amount of drinks and snacks leftover from previous show. In general we need a case of water to get through each show. Kim will provide combo to trailer.

2. Contact the judge by phone/email/text 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 Emily Shertzer. Ask if judge is okay with lunch at D7 café (ieo pays of course) and if they need anything to start their morning off. Show managers will often bring muffins and we brew coffee morning off. Anything you purchase- water/snacks/muffins etc you will be reimbursed for.. hold onto receipts.

You will be responsible for paying the judge with an IEO check, at the show. Steph Herr will provide you with checks for D7 and Judge. This is part of end of day procedures.

Give judge our approximate start time of 8am and say we could have up to 75 rides. The number of rides was mentioned in their contract so they shouldn't be surprised.

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 or problems which you cannot resolve, contact Kim Hanlin or a past show manager.

6. Consult signup genius to see who is your show staff for the show. Put a FB post together to remind them what they signed up for. If you are still looking for help this is a good time to fill in any blanks . In general we need a ring steward( schooling ring) gate (show ring) runner ( brings tests from judge to secretary stand, two scorers and an announcer as well as scribe. If you are short we can go without a gate operator at show ring- the steward can really do both. We don't close the gate so that person is just there to help anxious horses into the ring. Steward has already confirmed their time and any safety issues etc. Additionally Show manager can usually grab tests or if you have a gate person but no runner gate person can do running too. Send a quick reminder email/text to show secretary with list of names and whether they or am/pm so if they are showing that day we can adjust schedule for them.

### **Week before the show.**

: 1. Make a spreadsheet of your volunteers- they will sign in/out on show day and then the sheet should be sent to Tonda Lewis who handles tracking our volunteer hours.

2. Confirm with Paul Healy when ring crew should arrive for set up on Saturday.

Put out a reminder on FB. 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. Start times for am 730am, start times for pm 1230 pm.

**Day of Show: Arrive at 7am.**

**Hopefully the following is already done by the ring crew the night before. If weather was inclement then its possible you might have to do this.**

**On way in stop by diamond 7 front door and grab a bag of ice for cooler for water. We can have them add that to our bill later.**

- 1. Put mounting block by warmup ring**
- 2. Set up table outside secretary stand and put ribbon boxes out**
- 3. Put out box with numbers/ any info for riders**
- 4. Hang up board with ride times/ info on food stand and stall rentals**
- 5. Set up walkies inside stand and start charging**
- 6. Set up small table with two chairs in gazebo for judge and scribe.**

**You will definitely need to do these items the morning of:**

- 7. Inside the gazebo Judge/Scribe should also have box with various bells/noisemakers/pens, day of go tests and judges reference file as well as a walkie. If its breezy provide something heavy to hold stuff down. We also have a couple of lap blankets in the trailer that you can leave in the gazebo in case they need. They are sitting so legs will get cold.**
- 8. Inside secretary stand we should have snacks for the day, box with all the adding machines, and pens, staplers etc.**
- 9. Test microphone on AV equipment before show start time to make sure everything is working ok**
- 10. Set out sign in sheet for volunteers and have lunch vouchers ready to hand out to volunteers.**
- 11. Brew pot of coffee – There should be to go cups for judge and scribe if they want when they arrive.**
- 12. Make sure calculators and printers are working for scorers**
- 13. Hand out walkie and order of go to Ring Steward and Gate Person. If you are short ride times I have them take a pic of it with their phone.**

**750 AM- Have announcer announce official show time and make sure you have your first three riders from the ride times in the warm up ring. Judges will often cruise in at the last minute. Its important they have everything they need when they arrive. Announcer show have a ride times list to reference and its helpful if scorers have one to share as well as the score sheets**

**8AM- get show underway with first rider.**

**Once show gets rolling your job is to keep everything moving. You are the face of IEO on this day so try to greet everybody with a smile and help them find their numbers/confirm their times etc. When scores are ready you can transpose them onto the scoring sheets on the board at the stand and then**

put tests out for riders to grab. You are not glued to secretary stand and if you need to go out and check in with show staff or help a competitor that's fine.

AT lunch- Give Judge lunch voucher and find out if she'll need caffeine for the afternoon. If soda we can purchase and keep in the cooler until the afternoon or brew coffee if necessary. If the show is a leadline show there may be some additional procedures around lunchtime as well but Jill Darosh will guide you in that aspect.

#### End of Show Day :

1. Have announcer begin to announce 30 minutes prior to end of show that those that are there are the end of day please stay to help put the ring away. " Many hands make light work!" Keep announcing it thru end of show.
2. Have crew put ring back inside trailer.. put tables/ ribbon drawers/ table and chairs from gazebo back in trailer, mounting block and any signage we've put out.
3. Put box with secretary stand items, non perishable snacks et back in trailer. Secretary box and box with numbers take home to pass to show secretary or give to Kim or Jill at show.
4. Put all the docs from the day – ride times/scoresheets/ any notes etc in the folder for the day and back in the secretary box along with judges reference file and day of go folder.
5. Make sure secretary stand is clean of all IEO stuff, swept etc. Leave key in door. Make sure combo locks on trailer are locked.
6. Pay judge and make a note of total for Steph Herr. Pay D7( kate will usually stop by in mid afternoon after food stand closes with the day's total. ) make note of total of this as well. Any paperwork kate gives you can go in the show file in the secretary box.. IE – if it's the May Show- the May Show file, If its June, the June show file.. etc.

After the show: send the volunteer list with their hours to Tonda Lewis [Tlewis@pa.net](mailto:Tlewis@pa.net)

Send totals for D7 and judges checks to Steph Herr [nmflerr@gmail.com](mailto:nmflerr@gmail.com) Also submit any receipts you have for purchase of food/water etc to steph.

Any questions at all Day of Show or prior to call or text Kim 717-713-5407. Kim will be on the grounds likely with several other members of the board at various points in the day. You aren't alone!

One very important note- Should there be an injury that necessitates a 911 call. Tell the dispatcher to turn off sirens when approaching D7 to avoid scaring the horses. We do have a first aid kit on site for minor incidents.