

Show Steering Committee Task Allocations

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Chair - Alanna Riff

- Approving all rental, catering contracts, budget commitments
- Any permits required, liability insurance requirements
- Ensuring contracts with judges and for facilities
- Monitor progress
- MC for Saturday Banquet or arrange
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Show Steering Committee – Alanna Riff, Brian Riff, Suelaine Poot, Lynne Watson

- Determining entry fees, sponsorship targets
- Final decisions regarding exhibitor requests, disqualification issues, protests, complaints etc.
- Determining conditions of entry and approval of entry forms

- Delegate work to sub-committee members and monitor progress, prepare successor
- Liaise with facilities about space, table, chair requirements
- Liaise with Finance about income and expenses
- Show Weekend - troubleshoot

Facilities – Brian

- Prepare an info sheet for all show officials: important contact phone numbers, emergency plan
- Arrange for rental of required audio – video equipment (if needed)
- Arrange for signs at fairgrounds for main entrance, registration etc.
- Arrange for on call veterinarian - usually a local vet; contact about a month before show
- Liaise with other committees re requirements for space, tables, chairs, etc.
- Negotiate contract with facility provider
- Arrange host hotel

Photographer and photo corner

- photo area for professional pictures of winners
- arrange for photographer
- arrange for, put up suitable backdrop and signage

Vendor/Display Area

- Prepare floor layout plan – lunch area, fibre extravaganza, vendors, sponsors
- Determine rental needs – cost estimate by November
- Ensure availability of tables & chairs
- Make rental arrangements (after get approval)
- Arrange for set-up and take down

Show Ring Area

- Prepare floor layout plan – lunch area, two show rings, bleachers
- Determine rental needs – cost estimate by November
- Ensure availability of tables & chairs
- Make rental arrangements (after get approval)
- Arrange for set-up and take down (workparty)

Security

- Determine needs – cost estimate by November
- Book security (after get approval)
- Finalizing all security arrangements in March
- Liaise with security guards

Catering

- point of contact with the food and beverage caterer(s)
- with input from other committee members decide on the menu for:
 - Friday canteen service and AGM
 - Saturday & Sunday canteen service for breakfast and lunch
 - Saturday banquet and bar
- provide catering budget estimate by November
- arrange for the treasurer to pay caterer(s)

Penning – input from Suelaine

- Determine rental needs – if the facility does not have sufficient penning materials or does not make arrangements for these themselves, get a cost estimate for construction panels for pens and, if needed, tent(s) for walkway between building or for housing alpacas.
- Estimates to be submitted to Committee by November. Final bill submitted following show.
- Make rental arrangements (after getting approval)

Judge(s)

- Book facilities & judges for following two years by December.
- Ensure contracts signed by judges & SSC Chair.
- Ensure flights booked well in advance (lower air fare)
- Arrange a driver for judges, if they are not driving themselves. Driver helping before the close of the show should not be showing alpacas in the ring for this show.
 - To pick-up from Toronto airport and take to the hotel
 - To return judges to the airport after the show
 - To convey the judge(s) to and from the show
- Provide and/or arrange for accommodation and meals
 - Prior to and during the show, judges need an area separate from the participants for meals
 - If show is over more than one day, arrangements for the evening meal, separate from the participants, are also needed
- Arrange post show accommodations and transportation if needed, near airport
- Buy thank you gifts for judges

Full Fleece Halter Show - Suelaine / Alanna

Volunteers – Suelaine

- Selection of show officials – start asking these volunteers about 8 weeks before show
 - 2 ring stewards/ring – responsible to help the judges and for the safety of the judge in the ring, one will be designated as chief steward and also is responsible for colour check-in prior to the show
 - 2 to 4 gate stewards/ring- organize the alpacas for each class in the on deck area, depending on the size of the size may use the same 2 stewards for the whole day or break it into 2 shifts
 - 1 bilingual announcer or 2 Anglophone and 1 Francophone – keeps everyone informed throughout the show,
 - 1 record keeper/ring –copies results from judge's cards to official record.
 - 1 Barn boss – responsible for any barn or show ring problems.
 - This is the onsite facility liaison for the weekend. Someone with general handyman skills is very useful here.
 - assists with alterations to ring set up, if needed, for obstacle course, showmanship or progeny classes
 - monitors manure disposal/management
 - assists with pen set up/alterations as needed
 - facilitates final clean out of the barn and show ring areas
- Volunteer handlers – if needed for larger shows or shows with progeny classes
 - Volunteer handler co-ordinator – often a 4H leader to organize volunteers and ensure all alpacas that need a handler have the appropriate handler at the right time. Find this volunteer at least a couple of weeks before the show
 - Handlers – often 4H youth but may be anyone who is available and comfortable with showing alpacas. These may be signed up before or at the show.
 - Request forms are useful – have the owner identify their needs early and the co-ordinator can match handler to alpaca as needed.
 - Identifying marker – AO uses orange arm band to alert the judge that this alpaca is being shown by a volunteer not the owner
- Check in teams – Responsible for the colour, gender, microchip, and general health check of all alpacas entering the show premises. They work in groups of three volunteers, working in 3 to 4 hour shifts. The Chief steward heads up one of the teams. Set these teams up as soon as the Chief steward is selected.
 - colour checker – leads each team as they confirm the colour, gender, microchip, and general health of each alpaca
 - assistant checker – restrains the alpaca as needed during check in, and assists as requested by checker
 - scribe – records any changes to the entrants information for corrections needed in the show book and class placements on the check-in sheets and initials the changes. These changes are reported to the show book organizer
- Ensure that check-in area is set up with the following:
 - Lighting should be the same or very similar to that under which the alpacas will be judged. Can be set up in the show ring and removed prior to the show.
 - Pens, minimum 8 pens or a group of 4 pens for approximately every 100 alpacas registered
 - Table for paperwork
 - Clipboards or binders for check-in sheets
 - Hand sanitizer for checkers
 - Writing utensils
 - Microchip readers, at least one for multiple types of chips
 - Current CLAA colour charts
- Halter chair usually looks after replacing non-responding microchips or make arrangements for someone to have replacement chips available and the equipment to do the implantation. The person doing the implantations also responsible for reporting the changed microchip to CLAA
- Name tags for show officials or other identifying apparel (red vest for AO show)

- Agree on which show rules (AO or AC) are being used prior to the opening of registration
 - Provide a link to them with the registration form.
 - Provide an electronic copy of these rules to the judges at least one month prior to show.
 - Paper copies must be available to the check-in teams at check-in.
- Define officials roles (refer to official rules being used) and instruct officials, Do this a week before the show, usually by e-mail, and again the day of the show
- Submit official results to AC within one week, if it is a sanctioned show.
- Publish official results to the website as soon as possible, often the same day.

Barn & Dome – Suelaine

- Prepare floor layout plan based on number of registered alpacas in show– allow for a ‘bad boy’ pen for emergency use in each area of the pens, at least one per row of 10 pens. These are used if an alpaca is not getting along with its pen mates, has been found wandering after hours and the security guard has no idea where it belongs, etc.
 - Submit lay out to the facility manager for approval before assigning any pens.
 - Assign pens – highest level of sponsor is assigned first or allowed to select their pen(s) from the approved layout. Proceed through the list of sponsors based on level of sponsorship then date of registration. Once sponsors are all placed, begin assigning rest of the farms based on date of registration. If farms have indicated they are sharing pens are need to be placed near each other for personnel reasons, group them together on the list, moving them all to the level of the earliest registrant
- Create and print pen signs
 - This printing can be started well in advance of the show, may even be done as farms register. Farms with multiple pens will need a sign for each pen,
 - Design should include the farm name, owner(s) name, and town and province of origin.
 - Emergency contact information can be included on pen sign or set up as a separate slip of paper to be placed in the sign holder
 - Usually printed on cardstock or cover paper and put in a plastic page protector to hang on pens.
 - Zip ties are usually used for hanging the signs
- Hang signs on pens, according to the layout, the day before check-in – a few volunteers really make this task go faster. Page protectors can be used again at the next show if collected after the show.
- Arrange for set-up and take down of pens, signs, tables, etc, if not part of the facility contract.

Show registration and set up of classes - Alanna

- Receive registration forms and payment
 - Record date received, cheque number, etc. and amount of payment on spreadsheet or in database available with online registration program.
 - Photocopy the cheques prior to deposit.
 - Send copies of deposits to AO treasurer and Financials
 - Call treasurer with credit card information at regular intervals, either weekly or after receiving a set number of credit cards
 - Organize the forms in large binders as they arrive
 - Colour coded tabs for missing information such as missing BVD, CLAA, or payment are useful
 - This binder is used at the registration desk at the show to ensure all farms are have completed their registration and payments before their alpacas are allowed to unload for check-in
 - Send email to registrants requesting missing paperwork, as required
- Enter the correct details in show database/spreadsheet as they arrive
 - Check each entry for the required paperwork (CLAA and BVD)
 - Make corrections to their registrations, if needed, of spellings, microchip numbers, date of birth, etc. Information on the CLAA certificate must match the database.
 - Check fibre color samples with the CLAA colour chart to confirm the class they are entered in for this show.
- Confirm the entry of each animal in class assigned by registration program.

- Handler numbers – to be assigned to all registered alpacas.
 - Inventory of the available numbers (if not using a complete set) needs to be made available to the registrar prior to the opening of the registration period to facilitate the assigning of handler numbers as the alpacas are registered
 - Print small individualized labels for each entrant from the data base once registration is closed and corrections completed.
 - the first to go on the bottom front of the handler numbers that indicate the age in months of each entrant
 - The second goes on the top front of the handler number to indicate the fleece growth in months.
 - The third tag has the alpaca name and assigned handler number and is put on the back of the handler number for the convenience of the owner
- Ordering of ribbons & awards
 - Based on the rules selected (AO or AC), order the required ribbons at least 3 weeks prior to the show.
 - Refer to previous shows for colour and style selections
 - Use the data from the registration program to estimate required number of ribbons
 - If the date is not included on the ribbon, extras can be stored and used in the next show
 - If ribbons are sponsored, get this information to the ribbon maker as soon as possible as these ribbons take a bit longer to produce.
- A running count of show classes, pens, banquet ticket reservations and farms registered is available from the online registration program.
 - Provide updates to committee members as requested
 - Facilities will need to know banquet numbers
 - Ribbon organizer will need to know class numbers
- Once registration is closed, print off check-in sheets, including:
 - Farm name
 - Owner's name
 - Registered alpaca name
 - Date of birth or age in months
 - Microchip number
 - Gender
 - Colour registered for in this show
- Finalize classes after check in
- Print Final Show Classes for officials, after check-in changes have been made
- Judge placement cards, recorder sheets are printed after the classes are all checked in and numbers are confirmed

Show Catalogue – Alanna

- Request welcome messages, sponsorship & other information for front section as soon as possible. Must have this information at least one to two weeks before the show.
- Provide estimate of expenses to Financials and update them as soon as the information is available
- Assemble proof of catalogue & get approved by show committee
 - Includes layout of advertising, write-ups, order of showing, entries, etc.
- Arrange for printing of catalogue
- Distribute catalogues the morning of the show, usually at the front entrance to the facility

Show Registration Desk – Suelaine

- Label a large envelope or bag for each farm registered, put in each bag:
 1. Barn layout map
 2. Show Schedule
 3. Handler numbers
 4. Paid advertising flyers
 5. Receipts, if treasurer has them available
 6. Barn passes for after-hours admission to the barn

- 7. Banquet tickets, if purchased
- As each farm arrives
 1. Hand out packages
 2. Check any late paperwork or payments
 3. Issue check-in number for queue at check-in area
 4. Show the pen placement for after they are checked in
 5. Remind them to complete emergency contact information for barn sign
 6. Issue elastics for handler number, given only what is needed not one for every number
 7. Hand out sticky note tabs, as available, for show catalogue
 8. Direct registrant to check-in area
- Ensure alpacas inspected by chief steward
- Print labels for the show books being printed, one for each farm. To be put on after they are printed and delivered to the show grounds, prior to distribution.

Show ring – Suelaine

- Ensure adequate space available for on deck and judging areas
- Have table available to display ribbons in order of classes for easy distribution
- Have table for recorder(s) and announcer(s)
 - Announcer should have 2 copies of the show program available for easy reference to different sections during the show (e.g. advertisers/sponsor list and current class in ring)
 - Recorders need show program, small clipboards for judge's cards, printed judge's cards for each class and master recording sheet
 - Writing utensils (more than needed, they walk away)
 - Hand sanitizer for judges
 - Microphone/sound system for announcer and judge
 - Colour charts and printed copy of show rules available for quick reference

Financials - Lynne

- Prepare budget estimate
- Set spending limits & recommend fee structure to offset spending
- Ongoing monitor of expenses vs income
- Liaise with Registrar re: monies collected
- Collection and recording of all receipts/invoices for expenses
 - Receipts/invoices are then sent to AO Treasurer for reimbursement/payment
- Report on actual expenses & income
- Liaise with AO Treasurer

Vendors / Display Coordination - TBA

- Contact Fibre Initiative to establish a fibre promotion program
- establish vendor space pricing
- Solicit vendor/display participation
 - Can include shearing demonstrations, seminars, etc.
- Liaise with facilities for space, tables, etc. requirements
- Arrange & run auction

Sponsorship - TBA

- Review and/or update existing sponsorship program
- Promote and solicit sponsorships
- Send thank you email to sponsors
 - Email should include the benefits they are entitled to and any actions that need to be done to ensure these benefits are received. i.e. logo, web link, advertising sent to person in charge of show catalogue by certain date.
- Ensure delivery of Sponsorship benefits

Advertising - TBA

- Establish advertising/marketing program and deliver
- Order road side signs & banners (if needed)
- Event listings on free websites e.g.
 1. Camelid Quarterly, AO, Eastern Ontario AGRI-News web sites,
 2. Ontario Ministry of Agriculture and Food (OMAF), Better Farming
- Post show article – results, sponsorship thank you etc.