

SHOW CHAIR(S) DUTIES

JANUARY

- Each chair finalizes show program and has posted to the web
- Post worker positions that are available to the web

THROUGHOUT THE SPRING

- work with the Nominations Committee Chair to see who has nominated and needs to work
- workers will need a copy of the duties document and be advised when they are expected to be at the show
- check to see what supplies are available in the TCPC stall at the fairgrounds-Susie and Lynne have key
- obtain back numbers
- need food card for workers (1 drink/1 sandwich) during the show. Food vendor will collect
- get sponsors lined up – use sponsor form and put info on sponsor sheet for announcer
- contact Lynne Baldauf to set up training for show secretaries on the computer program

MONTH PRIOR

- Work with TCPC Secretary to have a master mailing sent out. Get out to local businesses & newspapers too

2 WEEKS PRIOR TO SHOW

- plan work day on Saturday before the show
- contact fair maintenance to be available on work day: water, bathrooms, gates, garbage cans, picnic tables, watering and dragging the ring, opening up booth, sound system
- Make sure to have a copy of the TCPC Show rules, list of workers and copies of program, entry form, stall form, tack change & scratch class forms

DAY OF SHOW

- Arrive early and make sure everything is set up
- Pick up sound system from maintenance and do sound check
- Help workers get situated
- Treasurer will provide start-up cash
- Have booth/workers ready by 7 to open. Show starts at 8:30
- Be available to answer all questions all day
- Treasurer along with one other person will serve as counters at the end of the day. Treasurer will pay judge
- Clean up at end of the day (make sure you have enough workers to put equipment and supplies away).
- Show Chairs are responsible to stay until all work is completed