



## Show Management Packet

### **Contact Information:**

ARHA Office

General Numbers: 606-271-2963 or 606-687-7005

Email: [arhacontact@aol.com](mailto:arhacontact@aol.com)

Website: [www.americanranchhorse.net](http://www.americanranchhorse.net) (all forms are available online)

Show Program– ShowPro

[www.sportdatainc.com](http://www.sportdatainc.com)

David Phone 734-667-3390

Email [David@sportdatainc.com](mailto:David@sportdatainc.com)

Erica Keeney: Weekend Show Emergency Number 606-271-2963

Jed Lawrence 606-271-8383 Director of Judges

### A few important things to remember:

- Shows with past show dates have priority in the scheduling of shows. If a group applies for an approved show within a 300 mile radius of previous held dates, the previous show organizer will be contacted and given the right of refusal. No shows will be approved during a premier event such as the World Championship Show. Any shows during the same time as a Regional Show must be a minimum of 300 miles in distance.
- All show approval forms must be submitted 60 days prior to an event. Any shows between 30 and 59 days will not be approved.
- Any shows with Jackpot/Added Money must send in the monies earned report.
- All **Show Secretaries** and **Show Managers** are required to be current ARHA members. **Show secretaries must be certified through ARHA.**
- Show management must submit a complete list of all entries for each class along with the show results, judges sheets, membership application, registration application, and payment along with all other ARHA documents to the ARHA Office within 14 day so the completion of the show.

Penalties will be assessed for shows if post marked after 14 days.

Rush fee reimbursements will not to be sent to charters for show results sent in late or with missing/incomplete information.

- Entry in ARHA Classes is restricted to ARHA members in good standing only as well as horses with Certificate of Eligibility. If a contestant is found to not be a current member, he or she may be fined in the amount of \$50. Failure to pay the assessed fine will be cause for denial of membership. In addition, a \$50 fine per occurrence will be assessed to any show management which allows a person to show without a current ARHA membership card.
- Novice exhibitors will continue the year being novice even if they reach the point level during the show season.

# Planning your event!

This section is designed to be a tool in planning and organizing a show.

## **Some notes about cattle....**

An important note about fresh cattle: Fresh cattle for the fence work can be cattle that were used in the herd work. Cattle that have gone down the fence should not be used in herd work, but can be used for boxing. Ideally, the schedule is set up so that your cattle can go from herd work to fence work to boxing. At the ARHA managed events, cattle start in the herd work and then a portion of the cattle move over to the resting pen and the rest are retained for the show pen and used down the fence and in boxing.

## **90-120 days before the show:**

- Meet with the decision maker in your charter or group. Make sure your role is clearly defined. Are you the show manager, show secretary, or a combination of the two? Understand the show budget, how much money you can spend, as well as the fees for the judges and other show personnel.
- Get the materials you need to apply for the ARHA Show Approval. Call the ARHA for a show approval packet or find the form on our website. Find out from the decision makers the following and list accordingly on the show approval form.
  - Name of Show
  - Location
  - Date of Show
  - Judge(s)- Must be approved from the ARHA Judges List
  - Charter Group/Name
  - Starting Time
  - Pre entries accepted
  - Show Manager
  - Show Secretary
  - Show Secretary Address, Phone, Email
  - Charter Website (If available)
- Send the show approval form with payment. All information must reach ARHA office at least 60 days prior to the show.
- Send 2 copies of the contract to each judges; one for their file and one to be signed and returned to the show management.
- Arrange for an announcer, cattle supplier, ring steward/scribe, photographer, farrier, and bedding supplier.
- Arrange for someone to handle publicity and press releases. ARHA includes 1 Eblast with each Show Approval. Form must be completed and sent to the office at least 2 weeks before send out date.
- Contact local hotels. They may donate rooms or give a special show rate. Reserve all required rooms for staff.

- Compose a show bill with all necessary information and fees.
- Determine awards, order class and weekend high point.
- Determine eligibility and criteria for weekend and year end awards.

### **60 to 90 days before the show:**

- Make sure your show approval has made its way to ARHA. Remember that ARHA does not automatically keep track of shows that are held on a yearly basis. It is your responsibility to make sure that your approval reaches ARHA before the deadline.
- Establish a stall chart. A simple diagram of the barn(s) and number of stalls will do. A larger show may require a stall manager.
- Talk with the charter treasure about how to handle funds if the show has pre-entries or stall money that is received in advance.
- Arrange for food concession if one is not provided on the show grounds.
- Decide policy on vendors.
- Create a list with local vet, police, fire, and hospital phone numbers.
- Order exhibitor numbers. Many feed companies will supply them to you at no cost.

### **30 to 60 days before the show:**

- Make sure you set up EZ Show for your show, as well as check with the ARHA office to make sure you have the most up to date version of the software.
- Locate all leftover supplies from previous shows. It saves money to reuse pens, pencils, and forms. Remember, you want this show to be profitable. Order any missing supplies.
- Assign scribes, gate, and entry personnel.
- Confirm arrival and departure times with judges. Notify them when to report to the show grounds and make sure they have accurate directions.
- Open awards when received. Inspect engravings and look for any damage that may have occurred during shipping.
- Review ARHA Show packet available online. Read all information carefully. Procedures may change from year to year. Make extra copies of judges' sheets and payout reports if necessary. All information/forms can be found on the website.
- As show date draws near, work with the team to make sure everything gets done.
- Compose Judges Books– Patterns, Show bill, Scoresheets, Score cards, and Judges Tally Sheet.

### **30 days before the show:**

- Review the checklist.
- Post Show Office Hours.
- Post schedule for classes along with closing times and fees for each class.
- Get petty cash and per diem for your staff. Notify staff of arrival times.