

MANAGER'S SCHOOLING SHOW CHECK LIST

As soon as the show is tentatively scheduled:

_____ : 1. Contact the host facility and confirm show date. Verify availability of toilet facilities at the site. If not, arrange for portable facilities on the show day.

_____ : 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.

_____ : 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. How you choose to use the assistant is up to you, but remember, the person is a novice and will need your encouragement and guidance.

_____ : 4. Confirm details with show secretary and become familiar with the Standing Rules for IEO schooling shows.

_____ : 5. If you have any questions to which you do not know the answer, or problems which you cannot resolve, contact the IEO schooling show coordinator or BOD.

Six to eight weeks before the show:

_____ : 1. Contact the Equipment manager to determine when and where to obtain the equipment, ribbons, etc. needed for the show

_____ : 2. With the help of your assistant manager, select reliable individuals to assist you in running the show. You will need a Ring Crew for set up and tear down of the dressage arena, a gate keeper/ring steward to keep the competitors checked in and on time, a Scribe or 2 to write for the judge, scorers and a hospitality person who will be in charge of lunch for the judge and volunteers.

Two weeks before the show:

_____ : 1. Send out reminder notes or e-mails to volunteers 2 weeks before the show. Be sure to keep an up to date list of your volunteers.

Ten to one day before the show.

_____ : 1. Once the show is scheduled, phone workers and review their responsibilities with them. Notify each worker of his or her starting time.

_____ : 2. Contact facility 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.

_____ : 4. Be sure to contact the equipment manager at least 1 week prior to the show to arrange to pick up the equipment, tests, ribbons, etc.

_____ : 5. Call judge and inform them of the starting time. Check to see if they have any special dietary requirements. Have food/drinks purchased and menu arrangements made.

_____ : 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.

_____ : 7. Keep in close touch with your secretary to determine if they need help setting up the dressage tests and score charts once the schedule of the show is set.

Day of Show

_____ : 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. Do not assign yourself any duties. Be free to supervise and handle the unexpected.

_____ : 2. Start the show on time and keep it on time. Be sure that the judge and scribe have their breaks and lunch. Inform riders as they check in or in the warm up area if the show starts to run late.

_____ : 3. Snacks and beverages are available to volunteers and may be sold to competitors.

End of Show Day

_____ : 1. Thank the judge and give him/her their check.

_____ : 2. Supervise the removal and return of all equipment and remaining ribbons, tests, etc. to the Equipment 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 check if required.

Within the first week after the show:

_____ : 1. Send volunteer list to the awards coordinator.

_____ : 2. Prepare a brief article about the day to submit to the newsletter editor for inclusion along with the scores.

EQUIPMENT CHECK LIST FOR SCHOOLING SHOWS

For scribe and judge

Tests/score sheets

Pens

Pencils

Bell/whistle

For the Dressage ring

Dressage arena

Table

Chairs

Tent

For the office

Ribbons

Score charts

USEF rule book

Calculators with tape

Markers

Staplers

For the packets

Numbers

Envelopes