

SHOW TIMELINE – GUIDE FOR SECRETARIES

7TH MONTH PRIOR TO SHOW

Organise sub-committee meetings to revise schedule and suggest judges and additional stewards.

Set charges for admission, subscriptions, trade space, horse stalls etc.

Contact all advertisers in last year's schedule to confirm advertising for the current year. Similarly, contact previous sponsors to confirm sponsorship support for the next show. Approach alternative businesses for additional sponsorship. All this information has to be generated prior to the schedule going to print.

Liaise with Chief Steward of Dog Section or Kennel Club about judges. Contracts for dog judges must be finalised for attachment to draft schedules. Contact your Royal NSW Canine Council representative regarding attendance at the Show.

6TH MONTH PRIOR TO SHOW

Official opening should be finalised, and official guest invited.

Sub-committees to submit changes for schedule and requests for funding to the Finance Committee. Start on schedule changes.

Send draft trotting schedule to Harness Racing Authority of NSW for approval. If a combined Group schedule is printed, send the approved copy to Group Secretary early for printing. Two copies of the printed schedule must be sent to Harness Racing Authority before distribution.

Send draft Dog Schedule and judges' contracts to Royal NSW Canine Council to arrive not later than five (5) months prior to Show for approval. When printed, send two copies prior to distribution.

5TH MONTH PRIOR TO SHOW

Judges for all sections must be nominated. Judges for the Cattle section are usually nominated by breed societies. Judges nominated must be written to. Judges in the local area are invited to officiate. It is courteous to ask what charge they will make for doing the task. Nominated judges living out of the area are not actually invited, but are informed of their nomination, and asked of their availability, judging fees, travel and accommodation requirements. If the following monthly meeting approves their charges, they are officially invited to judge.

Invite announcer, cattle inspectors and stewards.

Send early advice letters to Council.

Obtain a quotation for printing of schedule and tickets.

Draft schedules to Chief Stewards / Committee for checking. Work out how many schedules and tickets are required based on last year's figures.

4TH MONTH PRIOR TO SHOW

Finalise schedule and ring schedule and take to printer. Tickets (Gate, Membership, Complimentary, Ladies, Luncheon, Attendant) and entry forms printed, along with any other printing requirements ie. With Compliments slips, posters and fliers. Request a proof copy of the schedule to check.

Launch Miss Showgirl Competition. Approach regular sponsors for prizes, invite judges and arrange a suitable venue.

Check ribbons remaining from last show. Place ribbon order with Pennant Products (contact details in ASC Showtime booklet). Check and order stationery and prize cards. Prize cards available from the ASC.

Trade space expression of interest letters to be sent to last year's exhibitors.

3RD MONTH PRIOR TO SHOW

Distribute schedules and entry forms to local outlets ie. libraries, pet shops/produce stores, and mail to all previous year's exhibitors. Also mail to sponsors and donors.

Arrange amplification for the Show.

Cleaners are asked to tender.

Notify local motels of approximate number of rooms required for Judges' accommodation.

Get the local press involved in the Showgirl competition to generate interest.

2ND MONTH PRIOR TO SHOW

Purchase trophies. Perpetual trophies are polished and engraved if necessary.

Print / type up prize cards.

Arrange working bee to prepare the grounds.

Apply for liquor licences through the local licencing sargent (often the Police Station) no later than six (6) weeks prior to the Show. Send a copy of the licence application to the council.

Additional staff need to be engaged if required. Arrange for gate keepers (ie. through the local Lions Club), parking attendants, security, bar staff, marshals and pick-up men.

Forward exhibitor tickets, passes and maps etc. Post schedules and tickets to members, ASC representatives and other Show Societies. Close entries if applicable. Arrange ring entertainment, special attractions, fireworks etc.

Send complimentary tickets to local press, radio and television.

Forward gate charges form to ASC, nominating if Rain Protection insurance is required.

Type ring result sheets and ring prize money sheets. Ring prize money sheets to be initialled by stewards and used as a record for auditors.

Confirm judges. Send schedule, lapel badge and tickets, along with details of accommodation. Confirm booking with motel/s. Send schedule and tickets to announcer and arrange accommodation.

Prepare ring payout sheet using schedule as a guide and prepare envelopes for prizemoney.

Compile gate roster sheets.

Organise qualified first aid attendant eg. St Johns Ambulance or a nurse.

Send invites for official opening to VIPs.

1 MONTH PRIOR TO SHOW

Organise for advertising to begin on local radio and in local newspapers. Display posters in prominent places around town.

Hold Ring Committee meeting and draw up ring program. Finalise Grand Parade, Miss Showgirl parade and arrange memento gifts for girls and judges.

Print ring program.

Order liquor.

Keep a list of stable bookings.

Check ribbons against order when they arrive and sort into sections. Prepare all section boxes. A section box would consist of : schedules, exhibit books, judges book, lapel tags for stewards, pencils and biros, prize cards (a few blanks), string, pins and clips etc.

Prepare folders with judging sheets for each section. Write up entries in section books as they are received.

Stamp duplicate receipt books.

Dog entries to be catalogued, trotting and dressage sheets duplicated. Photocopy Trade Space receipt form, Horse entry forms, jumping sheets and Horse result sheets received from the ASC.

Order sand / straw for livestock stalls.

Organise office assistance particularly for the time when entries close. During the Show someone needs to be available for relief at all times. Someone must be responsible for providing refreshments to the Judges. Assistance will be required on conclusion of the Show for pavilion payout.

WEEK OF SHOW

Check and replenish stationery supplies. Purchase good quantities of coffee, sugar, teabags, biscuits, cold drinks. Check cleaning supplies.

Draw petty cash.

As donations and sponsorships are received, make up a list for use by announcer, giving the sponsors name and special use of the donation if any.

Check the Treasurer has organised change, ticket supplies and gate floats.

Meet sideshow representative, also space steward re sitings. Arrange for rents to be collected, as well as insurance payment from Trade Space holders who are not insured for \$10 million public liability.

Display liquor licence in bar area.

Display plan of allocated horse stalls, and trade spaces outside the office in case of night arrivals.

Prepare gate keeper's instructions.

Receive entries for such classes as art, photography, craft etc.

SHOW DAY

Handle all enquiries and problems.

Receive official guests.

Liaise with stewards.

Record results (onto computer if desirable). This recording can then be provided to the local newspaper.

Receipt all monies received during Show for entry fees etc.

Pay prize money during Show if possible. Pay judges travelling expenses.

Collection of moneys and the balancing of receipts to be done before leaving each night.

POST SHOW

Necessary to open the office for a couple of days after the Show to allow exhibitors to collect entries and any prizes. It's a good idea to advertise these times. Progressively clean up and return exhibits sent by mail or freight.

Do a ribbon count and store unused ribbons. Send prizemoney not collected and record in prize money book.

Pay show accounts. Before the end of the financial year, bank unclaimed prize money. Post all receipts for membership, rents, donations and advertising. Send accounts for any outstanding.

Send thank you letters to all judges and to people who helped in various ways with the Show.

Send statistical and trade space forms, together with the horse and showjumping results to the ASC. Points accrued at local shows are a determining factor in riders competing at the Sydney Royal. It is therefore important that Shows send their results as soon as possible after their Show.