

Show Time Guide-Secretary's to complete or ensure these tasks have been completed

AGRICULTURAL SHOWS JOURNAL

10th MONTH PRIOR TO SHOW

Contact all advertisers in previous schedule to confirm advertising for the next show schedule.

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.

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

AGM sets charges for admission, subscriptions, trade space, horse stalls etc.

8-7th MONTH PRIOR TO SHOW

Judges for all sections must be nominated.

Judges for the cattle and sheep section are usually nominated by breed societies or head stewards. All Judges nominated must be written to. Judges in the local area can be invited to officiate.

It is courteous to ask their availability, travel and accommodation requirements. If the following monthly meeting approves their charges, they are officially confirmed to judge and sent an invitation and form to fill in and sign.

Arrange ring entertainment, special attractions, fireworks etc.

Arrange ring program.

6-5th MONTH PRIOR TO SHOW

Invite announcer, cattle inspectors and stewards.

Send early advice letters to Council and Police.

Obtain a quotation for printing of schedule and tickets. Investigate using a ticketing system.

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 etc) and entry forms printed, along with any other printing requirements such as 'With Compliments' slips, posters and fliers. Request a proof copy of the schedule to check.

Launch Showgirl Competition (if applicable). Approach regular sponsors early to be recognized in the schedule for prizes, invite judges and arrange a suitable venue.

Place ribbon order with ribbon supplier (contact details in ASC Date List booklet). Check and order stationery and prize cards. Prize cards are also available from the ASC.

Order wristbands. Can be purchased through the ASC office.

Check ribbons against order when they arrive and sort into sections.

Organise a Stewards workshop day. This is an ideal opportunity for all Stewards to meet each other and gain insights into how to be a Steward for any section.

3RD MONTH PRIOR TO SHOW

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

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.

Place schedule on show website, all sections. Place horse schedule on Emma's website.

<http://www.emmaswebsite.com.au/esh/>

Arrange amplification for the Show.

Cleaners are asked to tender.

Notify local motels of approximate number of rooms required for Judges' accommodation. Book motel rooms as letters come back from judges or book a block number early.

Get the local press involved in the Showgirl competition to generate interest. Use social media if able.

Official opening should be finalized, and official guests invited.

Apply for liquor license through the local licensing sergeant (often the Police Station) no later than six (6) weeks prior to the Show. Send a copy of the license application to the council. Do on line.

2ND MONTH PRIOR TO SHOW

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

Print/type up prize cards.

Arrange working bees to prepare the grounds. Can also be done before now.

Additional staff need to be engaged if required. Arrange for gate keepers, parking attendants, security, bar staff, marshals.

Forward exhibitor tickets, passes and maps etc. Post schedules and tickets to members, ASC representatives and other Show Societies in your group.

Close entries if applicable.

Send complimentary tickets to local press, radio and television.

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

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

Compile gate roster sheets or volunteer organization does this.

Organise qualified first aid attendant eg. St Johns Ambulance, Volunteer Rescue Association (VRA) or State Emergency Services (SES).

Send invites for official opening to VIPs and life members, patrons etc.

1 MONTH PRIOR TO SHOW

Organise for advertising to begin on local radio, TV (needs to be booked in 3 months ahead) and in local newspapers. Display posters in prominent places around town. Advertise on your Show's Facebook page if applicable.

Finalise Grand Parade, Showgirl parade and arrange memento gifts for girls and judges.

Print ring program.

Order liquor.

Keep a list of stable bookings. Have a stable booking book.

Organise the steward of each section to help 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, scissors, sticky tape, pins and clips etc.

There is information under the members section on the website on how to manage risk at your Show.

Complete OH&S inductions for all volunteers for each section.

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

Photocopy Trade Space receipt form, Horse entry forms, jumping sheets and Horse result sheets received from the ASC.

Order sand or sawdust 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.

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

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

Organise Rain Protection. Please note that Rain Insurance is not automatically updated each year. You must take out Rain Insurance each year if you wish. <https://www.agshowsnsw.org.au/members/insurance-documents>

Members must give no less than fourteen (14) days notice prior to their show to request cover or rain protection contribution will not be accepted. Cancellation cannot occur within fourteen (14) days of the show.

Organise Life Member badges to be presented at the Show. ASC staff can organize them for you.

WEEK OF SHOW

Assistance will be required on conclusion of the Show for pavilion payout.

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.

Meet sideshow representative.

Trade space - NO payment prior to show then NO set up, as well as insurance payment from Trade Space holders who are not insured for \$20 million public liability. If covered get current copy of insurance.

Display liquor licence in bar area plus any other signs sent to you.

Display plan of allocated horse stalls, put names on stable doors/gates.

Prepare gate keeper's instructions.

The ASC recommends displaying the Entrance Banners (sent to each Show) at each gate. They are designed to alert anyone entering the show of the Conditions of Entry. This is not just favoured by the Insurance company, it alerts the public to the expectations the Show Society has of them while they are on the Showground.

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

SHOW DAY

Handle all enquiries and problems.

President receives official guests.

Liaise with stewards as needed.

Record results. 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. Can use bank night deposit, but get security to go with you.

POST SHOW

Necessary to open the office for a couple of days to a week after the Show to allow exhibitors to collect entries and any prizes. It's a good idea to advertise these times. Progressively clean up.

Perishable exhibits not collected by a certain date (in schedule) go in the bin.

Return mail or freight as per instructions by exhibitor.

Do a ribbon count and store unused ribbons.

Check place cards and wristbands remaining.

Pay Show accounts. Before the end of the financial year, bank unclaimed prize money. Send accounts for any outstanding.

Send thank you letters to all Judges, Stewards and volunteers who helped in various ways with the Show.

Send to the ASC Office either via email, fax or post:

- 1) The Statistical Information form
- 2) The Horse Results. Points accrued at local Shows are a determining factor in riders and horses competing at Sydney Royal. These points accrued for horse or rider cut off at the end of November. It is therefore important that Shows send their results as soon as possible after their Show.
- 3) NLIS movements for cattle, sheep and goats to and from the show. The DPI requires these 2 days after the show.

After the Show hold a meeting for the Stewards to discuss the Show and all the sections and to schedule any necessary changes while fresh in everyone's mind. Stewards keep a copy of changes and give a copy to Secretaries.

Trade space expression of interest forms can be given out, if they weren't during the Show, for the next year's Show.

Sub-committees to submit changes for schedule and requests for funding to finance committee. Start on schedule changes while fresh in the minds of the Stewards.