**TO DO LIST FOR SHOWS**

**Show: Circle G**

**April 29-May 1, 2022**

1 year Prior to Show Responsible Party Task Completion or Not with Comments

Secure facility; make list of equipment, etc. ? available

Make contract available to Jerry Beaty ? (I called Texarkana 2/10/2022 because I have not

seen a contract)

6 Months Prior to Show

Judges: Make contact with judges Mark Dunham Erickson, Walquist, Kearns, Finkenbinder

Send contracts to judges Jerry Beaty 11/16/2021

Judge Change Jerry Beaty 12/9/2021 Cavinder for Walquist to AQHA

Staff: Secure ring stewards (2) Jerry Beaty Clay Dickerson and Nicole Marr

Secure Show Manager Jerry Beaty Alan Quimby (AQHA paperwork)

Secure Show Secretary Board Kay Kass under contract for ‘22 shows

ArQHA:Finalize show bill Andi Ridgway updated 2/7/2022

AQHA: Submit show packet with payment Jerry Beaty 11/15/2021

3 Months Prior to Show

Check show bill with packet/verify all classes Jerry Beaty completed

Send corrections to Kay and AQHA Jerry,Kay,Andi completed

Secure additional Personnel:

EIA if in Arkansas Jerry Fuller checking to see if we need

Gate Jerry Fuller Alan Quimbly

Announcer

2 additional ring stewards (if needed)

Tractor Driver

2 Months Prior to Show

Secure Motel: Jerry Beaty Holiday Inn Express, 2/12/2022

Judges: Send infor show letter, show bill, ck Jerry Beaty To be sent March 1

arrival/departure, secure patterns Jerry Beaty

Draw or secure other needed patterns Andi Ridgway To be done so can post all patterns

Put patterns on website Andi Ridgway Upon receipt of patterns

Prepare Judge Score Sheets Andi/Kay? Upon receipt of patterns

**Show Responsibilities**

**Committee:**

**Remember: Notice show bill to see how many judges are in the arena. There must be a ring steward for each judge; therefore, sometimes there must be 2 and sometimes 4.**

**I THINK**

Event Preparation Concerns

Trail (9 Classes)

Patterns Mark Dunham

Trail Equipment needed:

Set up pattern

Tear down

Western Riding (4 classes)

Patterns Judges

Equipment needed:

Set up pattern

Tear down

Ranch Trail (3 classes)

Patterns Andi/Judges

Equipment needed:

Set up patterns

Tear down

Ranch Non-Pro Ranch Rail and Open Ranch Rail (Jackpot)

Equipment needed:

Figure Jackpot Office

Ranch Riding (5 classes)

Equipment needed:???

Reining (5 classes)

Patterns Judges

Equipment Needed:

Set up arena

Tear down arena

Halter

Set up arena

Showmanship

Patterns Judges

Set up arena

Tear down arena

Hunter Under Saddle

Equitation

Patterns Judges

Set up arena

Tear down

Western Pleasure

Horsemanship

Patterns Judges

Set up arena

Tear down

Barrels, Poles, Stakes

Equipment Needed: barrels, poles, stakes, timer, speaker system???

Set up arena

Personnel needed: announcer, secretary, tractor driver, gate person

Needed at Show:

Hospitality

Room set up with drinks, snacks, etc; make sure staff has meals

Awards – Must secure money to finance these awards

Circuit Awards - Someone to figure circuit awards -- beginning usually on Saturday; check schedule to see went class is shown for the second time