**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