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| **Date:** | **Activity to complete:** | **Person responsible:** | **Completed:** |
| **October – November** | - Organize and facilitate District Horse show meeting- Appoint district horse show chair- Set District Horse Show Date- Book Facilities/arena- Determine Entries Due Date- Make volunteer assignments- Review and rank potential judges from list. Determine payment rate for judge. | **-** past/new chair- notify State 4-H Horse Liaison/4-H Horse Events Coordinator- Chair or facilities committee chair- Provide position descriptions of their roles- Entire District Committee |  |
| **November –January** | - Recruit and hire District Horse judges. 1) show 2) trail from list available on 4-H web site | - District Horse Show chair or assigned committee member |  |
| **January - March** | - Finalize District Horse Show judges with contracts. Make necessary arrangements for judge(s).- Entry Committee prepare the entry form and prepare for distribution to Extension Offices in the district- Order ribbons as needed from inventory- Check on equipment availability (barrels, poles, cones, PA system, flags, radios, trail supplies, etc.) - Encourage 4-H members to complete level testing- Write or review the District Horse Show risk management plan. Double check on liability policy from State 4-H.  | - Chair/facilities Committee- Entry Committee Chair- Ribbons Committee- Chair/facilities committee- Entire District Committee- Risk Management Committee |  |
| **April – May** | - Promote District Horse Show in newsletters - Pay State 4-H Office for District Liability Insurance | - District Horse Show Districts/Counties- Chair |  |
| **June** | - Collect and organize entries for show book. Double check level testing list against entries. Prepare and copy show books for district show.- Gather supplies needed for exhibitor packets. Provide numbers for exhibitors.- Double check with facilities concerning arena work needed, water down arena and stalls if needed. Contact State 4-H Liaison for patterns if not received by June 15.- Locate ribbons in storage.- Request accidental insurance from American Income Life for exhibitors and volunteers. Provide estimate numbers. | - Entries Committee- Entries Committee- Chair/Facilities Committee- Ribbons Committee- Risk Management Committee |  |
| **July Show Date** | - Set-up as needed for show – check-in tables, secretary/announcer area,  equipment needed, judges’ score cards, etc. Volunteers supplies – pens, horse show rule books, bit gauge, stop watches, timers, etc.- Entries information available at check-in tables. (check-in “official show  books, entry forms, exhibitor packets, stall assignments, evaluation form, etc.)- Conduct check-in double check entries, check horse IDs, coggins, prepare office show book for secretaries.- Receive “official show book” from Class and ID Check-in Committee. Follow  instructions from position description for recording. Hand out State Fair entries.- Double check with judge concerning order of show, judges’ score cards, review horse show rule book, etc. Selection of versatility team.- Set-up trail class, barrels, poles, flags, and times as needed throughout the show.- Ribbons organized for distribution.- Horse Show rule books and bit gauge available.- Pay judges. | - Chair/Facilities Committee- Entries Committee - Class and ID Check-in Committee- Secretary/Announcer- Chair/Ring Steward- Time keepers and crew- Ribbons Committee and Ribbon Handlers- Chair, appeals committee and bit gauge committee- Chair |  |
| July –Show wrap-up | - Submit results to State 4-H Office within one week following show.- Add qualifying 4-H’ers to the Kansas State Fair web page by July 15.- Accidental insurance paid. - Ribbons inventoried.- Evaluations tabulated.- Wrap-up meeting scheduled. | - Chair/Entries Committee/Secretary/Designated person- Chair/Entries committee/Secretary/Designated person- Risk Management committee- Ribbons Committee- Chair |  |