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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 |  |