

## **Pre-Show Coordinator**

1-3 person job responsibility

**Mission: To organize, promote and ensure the smooth operation of the MN Pinto horse shows, by organizing show staff and facility contracts, insurance, and photographers prior to the start of the show season.**

Provide copies of contracts to Treasurer, along with completed IRS W-9 form, so the staff, facilities, etc. can be paid.

Develop budget and present it to the Board of Directors for approval. Include, facility cost, judge cost, national fees, etc.

### **SHOW DATES/ARENA CONTRACTS -**

Determine, with Board of Directors, the show dates and locations.

Contact arena/facility and obtain contracts for show facilities. You are the main contact for the club, with the facilities. Negotiate contracts for facilities, with Board supervision and approval. (Typically we have three year contracts but that will vary depending on the offer.) For banquet, we always ask for a free stall or two from each facility for our raffle.

### **INSURANCE -**

Renew club liability insurance for MN Pinto annually. Currently, the policy is due in early July. From time to time conduct an insurance review to compare our rates.

Renew club directors and officers liability insurance for MN Pinto annually. Currently, the policy is due mid-April. From time to time conduct an insurance review to compare our rates.

### **SHOW STAFF –**

Coordinating all of the paid positions at the shows including:

- Announcer
- On-Site Show Manager
- Paddock Master
- Ring Steward
- Show Office Staff

Setting a budget and getting it approved by the board. Arranging staff, negotiating pay and sending contracts to employees.

Providing contracts for the Treasurer's Show Book so they all can be paid and to the Secretary for the permanent record book.

### **JUDGES -**

Maintain a file of potential judges from members letters/phone calls, previous experience. Include a list of judges the club would prefer not to employ.

Recruit judges for shows. By June 1st of the prior show season have your list of contacts compiled. Four judges are required for each show. Once contact has been made with a potential judge, ask them for a recommendation of someone they like to judge with. This provides them (and MPtHA) a more cohesive work environment for the weekend, and also allows them to double up on car and/or hotel expenses, which will provide more bargaining leverage when negotiating their final salary.

Determine and suggest annual budget for show judges. Present budget to the Board of Directors for approval. Needs to be approved before first contract is sent.

Negotiate the best price possible for judges. We pay a flat fee - this cost must include their fee, transportation, including airfare & rental car, hotel, meals and any tab started at the concession stand.

Mail/e-mail contract packages out to all judges. Include in this packet: Information letter, two copies of the contract, showbill, airport suggestions, area lodging suggestions. Note: an email has been most effective the last 3 years with exception of 2 judges who don't use internet.

Mail/e-mail final judges packets once all judges have been secured for a show, send them additional info. Including maps, other judge contact info, address/directions to arena, showbill, hotel information, pattern book and expected time to arrive at the arena.

Let the judges know that they will be choosing patterns from a pattern book that will be available to them at the show. They will be selecting patterns with co-judges from the pattern book the first morning they arrive at the show. Patterns must be approved by ALL the judges.

## **PHOTOGRAPHERS -**

Line up photographers for shows. Photographer needs to work with the Directory chairperson on requirements for Directory photos. Goal is to get the photographer to do 10-20 photos FREE for us. We would prefer to use more than one photographer so we don't get into an 'exclusive' situation.

Photographers:

Duchess Hill Photography	715-323-0537	duchesshill@tds.net
Kris	612-850-2661	kris@krfotos.com
Tiffany Golberg	320-808-8089	tiffanyannepphoto@gmail.com