

Show Office

Mission: To ensure smooth running of MN Pinto shows, including taking entries, printing statements, settling accounts, and maintaining drop/add classes.

Act in a professional and friendly manner at all times.

Answer questions regarding registration, membership, and specific classes.

Input entries into computer.

Generate billing statements for exhibitors.

Collect show fees from exhibitors.

Equipment

- Maintain 4 radio headsets in working condition, purchase, repair, replacement batteries and instruct personnel how to use. (Show Office, Announcer, Show Manager, Ring Steward)
- Replenish medical emergency kit and transport to and from shows.
- Computers (3)
- Printers (2)
- External Keyboards (2)
- Paper/ink cartridges
- Office supplies, stapler, calculator, paper clips, etc.
- Clipboards for Gate Person and Ring Steward
- Stop watches for games
- MN Pinto Membership list
- National Rule Book
- Scanner
- Ipad and Square reader

Responsibilities (All Staff)

- Set hours of operation for show office.
- Maintain file of all exhibitors at the show, includes master entry form, open check
- Maintain file box/books with proper PtHA and MPtHA forms, PtHA/MPtHA membership cards, Coggins, registration papers.
- Scan copies of paperwork for exhibitors who do not bring their own
- Make copies of patterns for the ring steward
- Enter all master entry data into computer system
- Post show results at breaks, at the shows

- Maintain entry data in the computer system for each exhibitor as classes are added or scratched
- If exhibitors request a tack change for a specific class, make a note of it on the announcer's computer screen for their information
- Transcribe class placings from judges marked cards into computer system for the Show Representative
- Create billing statements for exhibitors who come to the office to close their accounts
- Create billing statements, and fill in check amounts, for exhibitors who do not come to the show office to close their account
- Print a list of ponies and minis at the show for the pony/mini measurement person
- Make Coggins reports available for inspection by show veterinarian upon request
- Monitor judge cards during show for errors
- Verify all show results, make corrections, if required
- Make sure all preregistrations are input prior to shows and send confirmation receipt to exhibitor

SHOW OFFICE MANAGER

- Responsible for managing all aspects of the show office, including equipment and staff
- Maintain and transport to and from shows, all of the show office equipment
- Should have computer management, networking and trouble shooting skills. Responsible for running of computer systems for show
- Create and print entry forms (prior to show)
- Create and print judge cards (prior to show)
- Prior to show, set up a notebook for the announcer containing a complete class list, and a half-page format class list for the ring steward
- Make sure 2-way radios work and distribute them to show personnel
- Procure and set up tables and chairs appropriately for show office business
- Set up computer system at shows, including wireless network
- Post show office hours
- Display all appropriate forms for show entry (showbills, membership, drop/add)
- Remove show receipts and computer equipment from the show office at the end of every day, for security, if applicable.
- Collect points report request forms and pass to Show Representative for later processing
- Coordinate with Show Manager, Stall Manager, and facility personnel to reconcile facility charges

- Reconcile exhibitors with paid MPtHA members after each show to determine who gets Minnesota points and who doesn't
- Photo copy/scan of each judge card for national office
- Collect judge tally sheets prior to their leaving the show and reconcile with show results
- Meet with stalling manager to balance stalling with income and provide to/reconcile with Treasurer
- At completion of show, provide treasurer with report of balanced checks and cash proceeds from show. Checks should be stamped for deposit, and there should be a list showing payee, check number and amount that matches proceeds
- After show, e-mail treasurer a complete list of transactions from show, by payee
- Provide treasurer and membership chair with a list of new members and method of payment
- Obtain a check from treasurer to submit show fees to PtHA. Provide amount to treasurer after mailing
- Send electronic copy of results to national office
- Send paper copy of required forms and specifications to the national office
- Process show protests, if filed
- Provide show results for posting on website
- Provide individual point reports to each exhibitor with a copy of their invoice.
- Provide year-end results for Youth, Amateur and Open classes for year-end awards program.

Recommended attire: Long pants, close toed shoes, polo shirt.