

Show Ribbons/Back Numbers Coordinator

(1-2 person position)

Mission: To recognize performance and accomplishments of exhibitors in their respective classes.

RIBBONS:

Prepare and calculate a show ribbons budget and give to the Treasurer and Board for review.

Yearly inventory amounts of ribbons per placings and periodically review during the show season to make sure there are adequate quantities.

Attend the January board meeting and have board approval for budget.

Place order for ribbons for the upcoming show season no later than April 1st from Hodges Badges or other applicable company. Purchase using early bird sale specials. When placing the order with Hodges, they prefer to have separate orders for ribbons and numbers, if they are to be shipped to different addresses. www.hodgesbadge.com

Ribbons required:

- Flat ribbons 1-6 place
- Flat participation ribbons for youth not receiving rosettes for 1-6 place in Leadline and Walk/Trot
- Rosette ribbons for 1-6 place for Leadline and Walk/Trot
- Grand and Reserve rosette ribbons

Bring ribbons to every show and take unused ribbons home.

Line up ribbon presenters for each day at every show.

Line up someone to prepare Leadline and Walk/Trot treats for youth at every show.

BACK NUMBERS:

Order series of duplicate numbers (two of each number) to be used for show season from Hodges Badges. The number series ordered should be within 100-999. MPtHA swaps back and forth between the lower series and the higher series with Min-I-Kota, so one number can be used at both shows. Coordinate this with Min-I-Kota staff.

Numbers are to be ordered at the same time as the ribbons.

Show Office Manager is responsible for managing the numbers that are ordered.

A list of the reserved back numbers with the coordinating exhibitor should be given to the Show Office Manager by May 1st.

FOR SELF PRINTED NUMBERS ONLY, MPtHA will allow the use of self-printed number(s). The exhibitor must follow these guidelines for printing their own numbers. The Font/size must be Rockwell Condensed (bold) at 385%. This size will fit into English and western saddle holders. This information can be emailed to the exhibitors confirming their reserved number.