

Jubilee Show Coordinator

Appointed Committee Leader

Mission: Organize and execute a Jubilee-type show in partnership across two or more qualifying Pinto Charters.

Partner with impacted charters to determine initial vision, dates and expectations of a coordinated Jubilee Show.

Coordinate a group across the impacted charters who will plan and execute all aspects of a Jubilee Pinto Show. Assign jobs/titles to each committee member. Plan regular meetings to initiate early stages through execution of the show.

Plan show dates, partnering with Charter boards to ensure date is appropriate considering the dates of partner Charter shows. Make arrangements for a facility for the show.

Prepare and submit appropriate paperwork to the National Pinto office to make it an official and sanctioned show. Partner with Charter Presidents or Show Coordinators as needed.

Coordinate a Treasurer to set up a bank account and appropriate tax ID and state organization name. Treasurer will also prepare and review a complete financial plan or budget, to be reviewed with the Committee and subsequently with impacted Charters, as well as manage financial needs of the show.

Coordinate a staff planner who will solicit and complete contracts for all paid show staff, including judges and photographer.

Coordinate a committee member who will find volunteer members to plan and execute non-paid volunteer functions at the show.

Coordinate a sub-committee to create a showbill, who will present the showbill to the Jubilee Committee at-large and impacted Charters for approval. Ensure that sub-committee submits appropriate information to the National Pinto office.

Coordinate a sub-committee to plan Awards for the show. Sub-committee will be responsible for creating and presenting a budget to Jubilee Committee and Charters. Sub-committee will plan types of awards and partner with appropriate companies to create the awards. The sub-committee will coordinate how to distribute awards at the end of the show. Sub-committee defines rules/specifics necessary for each award and partners with the Show Office to total and audit award totals at the show.

Provide regular updates of planning and progress to impacted Charter boards.

Plan and execute a comprehensive Marketing plan. Partner with committee volunteers or professional organizations as needed to prepare marketing materials, as well as distribution or advertisements in order to maximize participation at the show. Partner with impacted Charters to cross-market on any of the Charter driven marketing tools, including print and online materials as well as social media and Charter events.

Determine if a social event will be planned for the show. Assign a sub-committee or an organizer to plan all facets of a social event, including preparing a budget, planning food and/or entertainment, and coordinating volunteers to execute the social event.

Upon completion of the show: balance the accounting, subtracting all expenses from all show income and any donations received. Once all checks written out for services have cleared, calculate the profit split between the two participating clubs, and distribute checks to each club. The profit will vary, depending on what was negotiated between the Presidents or Committees of the participating clubs, but an example would be a 50/50 split of profit if clubs are sharing in the work equally, or 20/80, etc.

Close the checking account as soon as all checks have cleared.