



Area A Horse Show Advisory Committee



HORSE SHOW FACILITIES CHAIR

Basic Function

To ensure that the facilities are safe and prepared for the event; serve as a liaison between the facility superintendent and the show chairs.

Specific Responsibilities

- Reserve facility
- Communicate with facility superintendent to verify stall and RV hookup fees. Once fees are verified, notify agent liaison so that the stall registration form can be updated (if necessary)
- Work with show chairs to develop a list of equipment or obstacles needed and communicate those needs with the facility superintendent
- Work with the facility to secure a food vendor; if the facility does not have a food vendor, secure one or more
- Ask the committee for suggestions on other types of vendors and secure those (riding attire, tack, etc).
- Secure a photographer and provide that information to the agent liaison so that it can be included in the registration packet.
- Requests EMT on site for event through county emergency management
- Request stall registration forms from the agent liaison and assign stalls by county blocks
- Does a walk through before the event to ensure that the facilities are ready and safe
 - Grass is mowed
 - Electricity is turned on (especially at the lower arena announcer booth)
 - Adequate shavings available
 - Adequate number of stalls/RV hookups
 - Bathrooms are cleaned
 - Announcer's booth is cleaned
 - Empty garbage barrels are available in high traffic areas

- Make sure that a photo booth area is set up (lattice work and Area A Horse Show sign)
- Secure refreshments for volunteers and judges and lunches for judges (request reimbursement from the treasury- just provide a receipt)
- Process stall registration checks and pay ag center for stalls and shavings