

## SHOW CHAIR CHECK LIST

<input type="checkbox"/>	<b>Facility rental:</b>
<input type="checkbox"/>	Pay rental deposits/fees
<input type="checkbox"/>	Electricity
<input type="checkbox"/>	Water
<input type="checkbox"/>	Restrooms
<input type="checkbox"/>	Ample trailer parking
<input type="checkbox"/>	Are pens available or do exhibitors need to bring them
<input type="checkbox"/>	Can straw be used and do exhibitors need to clean up after show
<input type="checkbox"/>	<b>Hire judge(s):</b>
<input type="checkbox"/>	Obtain NMPGC signed contract from judge(s)
<input type="checkbox"/>	Make hotel reservations for judge(s)
<input type="checkbox"/>	Make airfare reservations ((if required by judge(s))
<input type="checkbox"/>	Call/e-mail judge at least 10-14 days before show to verify schedule
<input type="checkbox"/>	<b>Send in sanction fees to NPGA at least 60 day in advance for lowest rates:</b>
<input type="checkbox"/>	Include show class sheet with sanction fees
<input type="checkbox"/>	<b>Check club trailer for ample supply of 1st - 5th place ribbons</b>
<input type="checkbox"/>	<b>Acquire trophies for each show (single, double, triple):</b>
<input type="checkbox"/>	Wether reserve and champion
<input type="checkbox"/>	Unregistered doe reserve and champion
<input type="checkbox"/>	Jr. doe reserve and champion
<input type="checkbox"/>	Sr. doe reserve and champion
<input type="checkbox"/>	Grand and reserve grand champion for does
<input type="checkbox"/>	Jr. buck reserve and champion
<input type="checkbox"/>	Sr. buck reserve and champion
<input type="checkbox"/>	Grand and reserve grand champion for bucks
<input type="checkbox"/>	<b>Coordinate food for buffet table at show</b>
<input type="checkbox"/>	<b>Acquire club member for ring steward</b>
<input type="checkbox"/>	<b>Acquire club member to run the food/raffle table</b>
<input type="checkbox"/>	<b>Show registration forms and information:</b>
<input type="checkbox"/>	Create and send out information/registration packet 3 - 4 weeks prior to show
<input type="checkbox"/>	Double check all goat entries and classes for accuracy
<input type="checkbox"/>	Fill in class sheets for the shows
<input type="checkbox"/>	<b>Make sure judge(s) are picked up when they arrive and taken to airport upon departure</b>
<input type="checkbox"/>	<b>Showmanship Awards (if applicable)</b>
<input type="checkbox"/>	<b>Day of show:</b>
<input type="checkbox"/>	Pick up judge(s) prior to their show. Showchair picks up or designates responsible party.
<input type="checkbox"/>	Return judge(s) to hotel after their show. Showchair returns or designates responsible party.
<input type="checkbox"/>	Set up trophy tables and trophies
<input type="checkbox"/>	Set up check-in table
<input type="checkbox"/>	Set up P.A. system
<input type="checkbox"/>	Soap and water for judge(s)
<input type="checkbox"/>	Beverages for judge(s)
<input type="checkbox"/>	Check in exhibitors prior to show
<input type="checkbox"/>	Coordinate lunch break with judge and have announced
<input type="checkbox"/>	Coordinate raffle drawing with judge and have announced
<input type="checkbox"/>	Coordinate and arrange evening meal or dinner for judge