

## 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                                       |