## Calendar Review

**December**

* + Show Bill due to SEMSCA Dec 31

**January**

* + Delegate list send to SEMSCA Secretary **DUE Jan 15**
	+ SEMSCA Yearbook add for Royalty due Jan 15

**February**

* + Saddle Club Dues
		- SEMSCA Treasure **DUE Feb 1**
		- WSCA **DUE Jan 1**

**May**

* Send list of saddle club members for points keeper (Name/Birthdate)
	+ SEMSCA to Secretary and points keeper **DUE May 1**
* Send list of saddle club members to WSCA (Name/Birthdate) **DUE May 31**
* Update WSCA and attach the show bill for SEMSCA

## Previous Year to do’s

Ribbons: Need to have 80 sets of ribbons

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** |
|  |  |  |  |  |  |

SEMSCA

* Show dates (2 days):
* Judge:
* Announcer:
* Entry cards count:
* Entry numbers:
* Create show bill and send
	+ Send to SEMSCA **DUE Dec 31**
	+ Send to announcer and judge **After approval from SEMSCA**

**Needs/Notes:**

* Request Port-a-Potty -
	+ Send a request to (IRSC treasure) to order
	+ PAID: \_\_\_\_\_\_\_\_\_\_\_
* Food stand operator
	+ SEMSCA – open
* Arena Drag person for the show
* Microphone/Sound System
* Timer
* Walkie Talkie for gate and entry stand
* Review types of awards to be given out - TBD
	+ High Point, Games/Pleasure
	+ Just for Fun
	+ Youth ideas

## Show Year

* Order Inventory (Ribbons/Awards and Entry Cards)
	+ SEMSCA does a mass order if interested
* Ribbon tape for gate keeper to know the run order
* Request port-a-pot for show (1 minimum)
* Send the judge the show bill and confirm
* Request volunteers for the show

## Week of show

* Print additional Entry stand forms
	+ Liability Waiver
	+ Open check form
* Add shows to WSCA On Deck. See online form from WSCA website show bills
* Confirm SEMSCA
	+ Judge
	+ Contact name/number
	+ Hotel needs
* Contact the Pine Island volunteer fire department to request watering
* Define show crew (using SignUp Genius can be used)
	+ Setup
	+ Entry Stand
	+ Gate
	+ Ring Steward
	+ Arena Drag person for the show
	+ Arena dragging
	+ Ribbons: Saddle Club Royalty
	+ Food stand operator, workers
	+ Tear down
* Show set-up
	+ Get eggs and spoons for Egg and spoon
	+ Assure all equipment is available
		- 5 Flags for One Barrel Pennant and bucket
		- Jump pole spare
		- 7 white barrels
		- Tape measure
		- Walkie/Talkie
* Fill water tank
* Verify tractor and driver
* Cashboxes
	+ Food Stand $150.00 ($40.00 quarters, $50.00 in $1, $20.00 in $5, $40.00 in $10)
	+ Entry Stand $150.00 ($50.00 in $1, $100.00 in $10)

## Day of the Show

* Pay the Judge provide show bill result form
* Send cards to points keeper and the carbon copy sheet
	+ SEMSCA
* Compute the results
	+ Show Entries/horses
		- Jackpot Class Entries:
		- Class Entries:
		- Horse registration (Due to SEMSCA)
			* Send to SEMSCA
	+ Food Stand
		- Expenses: \_\_\_\_\_\_\_\_\_\_\_\_
		- Sales: \_\_\_\_\_\_\_\_\_\_\_\_