## 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: \_\_\_\_\_\_\_\_\_\_\_\_