

# **Show Secretary: Checklist for Spring and Autumn Shows**

## **1. Before show**

1. Set show date and book Tewin Memorial Hall
2. Prepare show schedule
3. Publish advert and show schedule
4. Book and liaise with judges
5. Prepare risk assessment
6. Liaise with Publicity Co-ordinator about posters
7. Prepare notice of prizes and judges
8. Prepare forms for exhibitors list and category sheets
9. Prepare show labels and signs
10. Ensure an adequate supply of show consumables by checking stocks and purchasing any as necessary
11. Collect cups and trophies from previous year's winners
12. Liaise with Treasurer about their preparation for the show
13. Purchase and allocate other prizes as required
14. Arrange for appropriate people to present prizes
15. Allocate stewards for all of the judges
16. Allocate a door keeper
17. Allocate a photographer to take pictures of the exhibits and prize winners
18. Allocate a cashier for the sale of produce
19. Allocate an assistant to help with the sale of produce
20. Allocate porters to collect donated entries for the sale of produce
21. Prepare judges record sheets, scoring sheets and results sheet
22. Prepare publicity of subsequent events
23. Liaise with Catering Organiser about catering for judges' lunches and visitors' refreshments

24. Write out the certificates
25. Receive and check all entries and complete the exhibitors list
26. Complete category sheets and prepare show cards for every entry
27. Count the number of exhibits for every category
28. Organise transportation of show accessories to and from the show
29. Organise help setting the hall up with tables, chairs, display boards and audio equipment.
30. Set up for the Show

## **2. On day of show**

1. Ensure that risk management measures have been implemented
2. Provide exhibitors with their show cards
3. Welcome the judges as they arrive
4. Issue the judges' record sheets to the stewards
5. Set up the public address system
6. Collect completed judges' record sheets
7. Complete entry cards with position stickers, all turned up the right way on completion
8. Total points for each entrant in all classes after judging and allocate prizes
9. Announce the winners and ensure that prizes are presented and photographs taken
10. Announce and facilitate the sale of produce
11. Ensure that the takings are collected
12. Ensure that everything is put away straight after the event and all rubbish is removed
13. Ensure that unused show consumables and show accessories are removed and stored

### **3. After show**

1. Produce a report promptly after the show.
2. Thank all of the helpers
3. Organise the engraving of the trophy with winners' names.
4. Ensure that a financial report is produced
5. Produce a report on the size of the show
6. Solicit and collect comments, feedback and suggestions
7. Facilitate post-show review during committee meeting
8. Make a list of the trophy holders
9. Update the table of show consumables
10. Update records of categories in each class
11. Update the guidance notes if necessary.