

UPHA Chapter 16

(Aug. 11, 2017 - Meeting Agenda)

Show Management Schedule of Duties

Since UPHA Chapter 16 has chosen to run THREE HORSE SHOWS (Little Gasparilla, Gasparilla Charity & Harvest Days) a year, it is time we get streamlined in doing so and divide the work equally between our UPHA Chapter 16 Members to ensure that the horse shows will be well run and well attended.

The following tasks are categorized. Each professional member must choose several that they can have complete control over while accomplishing each show throughout the year. Hopefully, we can become so streamlined that all we would need to do is have our meetings by conference calls and just check in to be sure everyone's category(s) is being accomplished.

The budget must be approved for each of your tasks and any large decisions must be brought to an open vote among all members.

Our goal is to have volunteers step-up for every unclaimed task listed below and by the end of the meeting, if not before, we hope to have every task with a volunteers name next to it.

PRE SHOW TASKS

Contracts/Officials (These duties are to be handled by the current UPHA Chairperson)

- Gasparilla Charity is handled by the show manager, but Little Gasparilla and Harvest Days needs contracts signed by each official and the salary and reimbursements clearly spelled out. Contracts with the show facility and insurance if needed.
[MARY JO?](#)

Website

- Development of multi show UPHA website and management of each with current prize lists, changes, and updates. PDF fillable forms [LARK](#)

Prize List

- Contact members on changes, organize and sent to website. Update email blasts to inform all exhibitors of upcoming release of shows prize list and where it can be found. [LARK](#)

Vendors

- Contact and book, greet and accept silent auction items and send "thank you's" after the show

Signage

- Sell banners, order and distribute them, signs for box seats, everything printed is under this category

Media

- Contact magazines, RVP, and local news- FILL THE STANDS W/ PEOPLE!!!

T Shirts

- Sell the logos, collect money and sell at show

Flyers

- All flyers before and during show, class list (harvest Days), things to do flyers, hospitality flyers, Jr. judging (Gasparilla), etc.

Hotel

- Work with host hotel for rooms and best deals each show

Transportation

- Vehicles for all show staff

Challenge & Perpetual Trophies

- Organize, deliver, and store for the year.

Ribbons & Trophies

- Order for each show, follow budget, set in ring each night. Store leftovers each year

Sponsorships

- Need a real go-getter for this one
- Ask clients for a \$25+

Plants

- We need a lot of greenery – anyone with a client or friend with a nursery?

TASKS AT SHOW

Officials (this is for the current UPHA Chapter president) Greet and host center ring snacks and drinks for all officials. Give welcome baskets in hotels; help them with anything they need, send thank you notes after show (judge, announcer, paddock master, ring master, secretary, photographer, blacksmith, videographer etc.) [MARY JO](#)

Music & Entertainment

- We need to get something new and exciting, please!
- Fun intermissions entertainment, trainers/exhibitors drawings, stick horse class, etc.
- AMHA, ASHA, UPHA Fun festivities, etc.
- DJ or Organist
 - Gasparilla must have Organist (live stream/music rights)
 - Budget: DJ vs. Organist

Center Ring Coordinator (not good for a trainer, but well versed Amateur)

- Organize the gate keepers, paddock master, ribbons handed out, presentation, everything!
- Responsible for all things center ring every session and then help pack it all up.

Center Ring Design

- Design a presentation area, set-up center ring, plants, lights, tables, dismantle and store it.

Welcome Baskets

- Make and give to each barn

Hospitality

- Nightly entertainment, exhibitor's party, welcome party
- Exhibitors Party: Sell tickets, armbands vs. finding a sponsored, etc.

Box Seats [KRYSTLE](#)

- Box Seats, signage, snacks, clean-ups, decorations, etc.

Arena Decorations [KRYSTLE](#)

- Curtains
- Vendor Area
- Set-up & Tear Down crew needed

Set up & Tear Down

- Put up/tear down of drapes, folding, etc.
- Need to collaborate a suggested task volunteer/fair staff?

UPHA Reverse Raffle

- Order tickets, supervise selling, make giant board and keep raffle night.

Silent Auction

- UPHA Fund
- Committee wills solicit items from barn/vendors, etc.
- Get items and sell all week
- Bring back Days with trainers, lessons, month of board, dinner with a trainer, etc.

Food & Bar

- Food trucks, etc.
- Order bar for certain nights, liaison to Centerplate, etc.

Tear Down- ALL HANDS ON DECK!!!!