- Contact and hire judges for each show. Make sure "judges" contract is signed for NHS.
- Create/ update brochure information - make any changes. Each "Division" should have 3 classes. Exception is "Open classes for western shows"
- E-mail brochure to computer program person - confirm w/computer programmer points, classes, etc. are correct. Certain points for divisions go to horses, certain points go to riders, and certain classes have age restrictions and cross-entry restrictions.
- Learn data input and computer information for each show.
- E-mail brochure to Nokesville Print & Copy - apprx. 100 the first time, and then as needed per show. (You will need appx. 100 registration forms, and membership forms also.)   ***If you don't have a copy at the beginning of a season, Barbara at Nokesville Print and Copy may have one in her system. ***
- Coordinate / find volunteer to announce:
- Hire and confirm concessions – Snack Shack has done well.
- Get back numbers from Southern States: Show managers for each series to coordinate set of numbers used for each show series - They MUST be different - except Gymkhana's. Each Horse/Rider combination keeps same number for show series for that year.
- Order ribbons through www.horseshowribbons.com - they have our info on file. - Order 1 set extra and then order as needed 2 weeks prior to each show.
- Create courses: Hunter jump courses, Jumper jump courses, Western course classes, etc.
- Print (3 copies) of courses: i.e. hunter courses - 1 copy for Judge, 1 posted at gate, and 1 for registration/manager copy.
- Show managers file in truck to include: Clip boards, pens, string & lots of pins for back numbers, staplers, paper weights (horse shoes), scissors, duct tape, first aid kit, large leaf (garbage) bags, and empty cash box.
- Show managers individual file to include: Back numbers for that show series, paper, printer ink, brochures for that show, membership forms, registrations forms, deposit slips - you should have appx. $50 in cash (with lots of $1.00's for change at each show).
- Coordinate volunteers - needs include registration, gate, ribbons, ring master (jumps), set up, tear down, etc.
- Get check from Treasurer or President for Judge and Concessions person. - Amount will need to be blank for concessions person and filled out day of show for food tab.
- Day before show get Current Membership List from Membership Coordinator.
- Day before show print out Back Number Report AND Current Coggins Report

- Set up for Shows: Prior to each show: Get Laptops, Printer, Walkie Talkies, Timers (if necessary) from last show's manager. (The last show's manager should get this to you OR – it may be left in NHS trailer).
- NHS Trailer to be pick-up (or delivered) by Quarter Master. Confirm this.
- Friday night set up for Hunter series: Unload jumps and set up in ring Friday evening appx. 6pm.
- Make sure GAS is in Generator by Friday!!!
- AM set up: Pull all tables out and set up, Set tents up (one at gate for Hunter/Jumper Shows), Hook up Generator (full of gas), set up computer system and PA   system with speakers, place clip board with registration forms, brochures and membership forms.
- PM Tear Down: Break everything down and load into NHS Trailer. Make sure appropriate supplies are full for next show manager in "community" show manager's file.

- It is the responsibility of the SHOW MANAGER to get the Laptop and Printer and Walkie Talkies to the Next Show's SHOW MANAGER, OR Coordinate where they will be stored.
- AWARDS: Each show Manager is responsible for purchasing (using NHS funds of course) awards and prizes, coordinating awards for the show they managed, including providing announcement sheet, etc. It may benefit all to get together with all show managers and work together on one announcement sheet and coordinate awards and prizes.
- Each Show Manager should be able to attend Board Meetings/ Monthly Membership Meetings as needed.
- In January Show Managers should have a meeting coordinating all show/even dates for that show season.
- End of show receipts. Calculate totals for (1) Show, (2) Memberships. These dollar amounts need to be kept separate. Report to Treasurer for receipt and deposit. Verify with number of entries, classes, etc. to confirm total payments received and traceability.