

# 2027 Midwest Regional Show Committee Duties

## Awards

**Responsibilities:** Manage all awards-related activities, ensuring timely planning, ordering, and presentation. Work within the show budget.

### Tasks:

- Plan and order High Point Awards
- Plan and order Halter Champion Ribbons/Awards
- Plan and order Exhibitor Awards (Participation)
- Plan and order Regional Class Awards (1st, 2nd, 3rd place, etc.)
- Plan and order Leadline Prizes
- Coordinate with Royalty for award presentations during the show
- Track award inventory and delivery schedules
- Ensure awards align with budget allocations from show chairs

## Camping / Stalling

**Responsibilities:** Coordinate exhibitor stalling and manage shavings and bedding. Serve as the liaison between WPOAC and AEC for camping-related questions or concerns.

### Tasks:

- Plan and manage stall charts and shavings assignments
- Walk through stalls during the weekend to verify usage versus reservations
- Verify shavings placement at the start of the show
- Confirm shavings totals with AEC
- Retrieve additional shavings from locked stalls as needed
- Serve as the liaison between WPOAC and AEC regarding camping.  
Assist exhibitors with camping questions or concerns and coordinate with AEC if any issues arise.

## Facility / Equipment

**Responsibilities:** Ensure smooth operations for all show facilities and equipment, coordinate with the facility, and oversee safety and emergency preparedness during the show.

### Tasks:

- Maintain contact with AEC for facility needs
- Facilitate drag breaks and handle facility requests during the show
- Manage equipment procurement for all classes and events
- Coordinate safety and emergency preparedness, including identifying emergency contacts such as a veterinarian, farrier, or medical personnel if needed
- Ensure safety rules and facility guidelines are posted and followed
- Coordinate incident reporting and response if any safety issues arise during the show

## Fundraising / Sponsorships

**Responsibilities:** Generate revenue through sponsorships and fundraising initiatives.

### Tasks:

- Plan sponsorship levels, packages, and pricing (including trainer packages)
- Solicit and confirm sponsorships
- Coordinate recognition of sponsors during the show (signage, programs, awards)

## **Futurity**

**Responsibilities:** Plan and manage all aspects of Futurity classes.

**Tasks:**

- Schedule and organize Futurity classes
- Coordinate with Facility/Equipment for course needs
- Track entries, results, and awards for Futurity classes

## **Hospitality**

**Responsibilities:** Ensure exhibitors, guests, and staff have refreshments, meals, and a welcoming environment.

**Tasks:**

- Set up hospitality table/room (coffee, donuts, snacks, etc.)
- Plan youth activities (Pizza Party, Crafts, Egg & Spoon, Stall Decorating, Root beer floats, Kickball, etc.)  
OR coordinate with Royalty
- Plan Exhibitor Party (DJ, baked potato bar, potluck) and coordinate with AEC for staffing
- Organize daily "welcome" message; work with Royalty for National Anthem
- Ensure judges and staff are provided with food and drinks

## **Marketing / Promotion**

**Responsibilities:** Promote the show through advertising and social media.

**Tasks:**

- Plan and implement marketing campaigns including posters, ads, social media posts, and magazine placements
- Coordinate with Fundraising/Sponsorships to feature sponsors in marketing materials
- Schedule promotional activities to maximize attendance and participation
- Plan, organize, and coordinate event apparel and merchandise, including design, ordering, and sales

## **Show Program Booklet / Advertising**

**Responsibilities:** Manage the production and distribution of the show program and associated advertising.

**Tasks:**

- Design and distribute the show program booklet
- Ensure program includes class schedules, maps, sponsors, awards, and other relevant content
- Track program printing and distribution timelines

## **Measuring / Inspections / Permanent Cards**

**Responsibilities:** Coordinate all measuring, inspections, and permanent card requirements for ponies participating in the show.

**Tasks:**

- Schedule and coordinate inspectors for the show
- Plan times and location for measuring show ponies
- Facilitate measuring times and location for height cards (for example, Saturday afternoon)
- Coordinate and organize an Inspectors Clinic if interest is expressed

## **Show Management / Show Chairs**

**Responsibilities:** Provide overall direction, coordinate committees, manage the budget, and resolve issues during the show.

**Tasks:**

- Set overall show budget
- Coordinate committee communication
- Approve major expenditures
- Final decision-making during the show

## **Office / Entries**

**Responsibilities:** Handle entries, office tasks, and technology needs for the show.

**Tasks:**

- Manage entry forms, registrations, and payments
- Provide office support for show staff (computers, printers, scanners)
- Track results and scoring for all classes

## **Staffing / Accommodations**

**Responsibilities:** Recruit, schedule, and coordinate show personnel and ensure appropriate accommodations are arranged for judges and key staff.

**Tasks:**

- Recruit and hire show personnel, including the announcer, ring stewards, gate personnel, photographer, judges, scribes, office personnel, and other necessary staff
- Arrange and confirm hotel accommodations for judges and designated show staff
- Coordinate arrival, departure, and transportation needs for judges if necessary
- Maintain a staff schedule and contact list to ensure all positions are filled throughout the show

## **Vendors**

**Responsibilities:** Coordinate and manage vendors participating in the show, including retail and food vendors, while ensuring they comply with facility policies and event layout.

**Tasks:**

- Identify, recruit, and coordinate vendors for the event, including tack, apparel, jewelry, food, and other relevant products or services
- Confirm vendor participation and communicate setup requirements, locations, and operating hours
- Coordinate with the facility to determine whether food vendors are allowed or if food service will be provided by the facility
- Ensure vendors follow event layout guidelines, facility rules, and safety requirements
- Serve as the primary contact for vendors before and during the show