

HONEY SHOW CHAIRPERSON'S TASK LIST

Administrative:

Select a show committee and chairperson.

Select a date and time. *Give your team ample time to prepare... minimum of 90 days.

Decide on what style of show you want to have and what rules you want to use.

What is your budget?

- Who is paying for what?
- How, and to whom, do we submit invoices, bills, and/or receipts?

Decide what prizes and awards you want to give.

- Who's paying for what?
- Do you have/need/can we get outside sponsor(s)?

Decide how big of a show you want?

- What classes/categories do you want in the show?
 - Are you going to have children's/youth classes?
 - Do you need to make special adjustments to your rules and entry forms to account for them?
 - Estimate how many exhibitors/exhibits do you expect?
 - How big of a venue/room will you need? *see *Venue Set Up*
 - How much time will be needed to complete the judging?
 - How many show secretaries, judges, and stewards will you need?
 - Will you need other officials such as a Senior Judge or a Referee?
- *As a general guideline, 20-25 exhibits per judge per hour is about all an individual judge can handle. More than that will require additional officials.

What are exhibitors and others going to do during the judging?

- Are you going to put on a class or have a presentation for exhibitors/guests to keep occupied with while the judging is going on?
- What will it be, and who's going to do it?

How, when, and where will you announce the winners?

Will all or any of the exhibits be left/put on display after judging?

- If so, for how long, and what are the pick-up rules and time?

Select and secure a location/venue. Make reservations and pay deposits.

Find and secure show officials (judges, stewards, secretary).

- *Forward all officials the rules and show schedule.

Paper items:

Produce your rules and show schedule in writing. Provide copies to show officials.

- * *Publicize and disseminate broadly to all target clubs, associations, and audiences.*

Produce & print any signage necessary to direct people to the venue.

Produce & print any signage necessary for NO ENTRY, PREP AREA, CHECK IN, CHECK OUT, and similar instructions and directions *inside* the venue.

Procure & print exhibit labels.

Procure & print category/class tent place cards.

Procure & print recognition cards for judges, stewards and secretaries.

Procure & print comment cards for the judges' use.

Procure & print prize cards as described in the rules.

Procure & print entry forms and/or affidavits for exhibitors (*both for adults and for minors w/parental release*).

Produce & print a number list/sheet to randomly assign numbers to exhibitors.

Produce & print the Winners form, with names of all committee members and show officials.

Procure a receipt book (or similar mechanism) to record pay outs of any monetary prizes.

Awards: *Awards, especially ribbons and trophies, must be designed and ordered weeks (sometimes months) in advance. Setting things in motion to get all advertised awards in hand, well ahead of the show date is imperative.*

Decide on types and styles of ribbons, rosettes, and/or trophies are to be awarded, if any.

- What information or art will be incorporated into these awards?
- Who will procure them, and from where?

Decide on what prize money is to be award, if any.

- Will it be checks or cash?
- Who will procure the same and stuff envelopes?

Venue Set Up:

Who is responsible for opening up the building?

- Who unlocks the doors?
- Does someone have to pick up a key?
 - When & where?
- Is there a security system we will need to disarm?

Where will the show secretary receive entries?

- How many tables and chairs will you need for the show secretary?
- How many tables and chairs will you need for the prep area?
 - Who will you set up tables and chairs?
 - Who will take them down?

How big of a room will you need for the honey show?

- How many tables and chairs will you need for the show room?
 - How will you set up tables and chairs?
 - Who will take them down?
- What table coverings are you going to use?
 - Who will procure them?
 - Who will get them on and off the tables?

Is there a display area?

- Are there tables, stands, shelving, etc?
- Who sets this up?
- Who moves and sets up the exhibits?
- Who takes it down?

How many trash cans will you need?

- Who is getting the trash bags?
- Who has to empty them at the end of the show?
- Where do we have to leave bagged garbage?

Who is responsible for locking up?

- Where do we return any keys?
- Is there a security system we will need to arm?

Are you going to provide water and palate cleansers for the judges?

- Apples, crackers, etc.

Honey Show Assignment Sheet

Committee Chairperson: _____ Phone: _____
 Committee Member: _____ Phone: _____
 Committee Member: _____ Phone: _____
 Committee Member: _____ Phone: _____
 Committee Member: _____ Phone: _____
 Show Date: _____ Time: _____ to _____
 Location: _____
 Senior Judge: _____ Phone: _____
 Judge: _____ Phone: _____
 Steward: _____ Phone: _____
 Steward: _____ Phone: _____

TASK	WHO'S HANDLING IT	DONE	NOTES
Reserve the venue	_____	_____	_____
Arrange for tables & chairs	_____	_____	_____
Arrange program speaker for show	_____	_____	_____
Create & print a flyer for show	_____	_____	_____
Create & print copies of show rules	_____	_____	_____
Arrange judges & stewards	_____	_____	_____
Print class tent cards	_____	_____	_____
Print venue signage	_____	_____	_____
Print prize cards	_____	_____	_____
Print officiant service cards	_____	_____	_____
Print exhibit # sheet and labels	_____	_____	_____
Print entry/affidavit forms	_____	_____	_____
Print judges' comment cards	_____	_____	_____
Print show results form	_____	_____	_____
Get the cash/checks for prizes	_____	_____	_____
Put cash/checks in envelopes	_____	_____	_____
Order ribbons/trophies	_____	_____	_____
Pick up ribbons/trophies	_____	_____	_____
Get table coverings	_____	_____	_____
Pick-up key(s)/open venue	_____	_____	_____
Pick up H ₂ O/crackers/trash bags	_____	_____	_____
Set up/break down check-in area	_____	_____	_____
Set up show room	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Clean up show room	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Lock up/return key(s)	_____	_____	_____