



## APPLICATION FOR Show Manager for SHOW & EVENTS

Calpaca invites you to be considered as the NAME OF SHOW Show Manager for the NAME OF SHOW to be held at \_\_\_\_\_.

Please complete the following information and attach separate addendums as needed.

Name:

Address:

City, State and Zip

Phone:

Cell Phone:

Fax:

Email:

AOBA Show Division Number:

Please submit this form with the attachments to:

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Submissions should be received by \_\_\_\_\_.

### BACKGROUND

NAME OF SHOW is a (five) day event. Venue preparation for the event occurs on (Wednesday) including delivery of materials from the suppliers to the show. Show infrastructure is built (Wednesday & Thursday) Exhibitors and vendors arrive on (Thursday nite &) Friday for check-in and set-up. The show is open on two days, Saturday and Sunday to the public. Monday is strike day and all suppliers pick up materials and rental equipment.

Of equal importance to the event is the promotion of the show and its sponsors that occurs pre-show and maintaining communication with the local media in promoting the show and the alpaca industry to the public.

### Budget

NAME OF SHOW has a budget of approximately \$xx,xxx. All revenue for the show must be generated by the show an/or ancillary activities.

### Position Overview

Reporting to the Calpaca Board of Directors, the Show Manager is responsible for planning and organizing NAME OF SHOW and auxiliary events within the show for the Association. He or she will also be responsible for all operational, implementation and post-event activities.

## Requirements of Show:

The Show Manager will have the following responsibilities:

1. Determining the scope of the event (i.e., size, seminars, type of show, sale, vendors, other). Examples: halter and/or fleece show, clinics and workshops, shearing available, social events, fiber events, auctions, etc. Work with the Calpaca Board, establish event goals, objectives and specific implementation plans..
2. Preparing the budget.
3. Arranging for the facility.
4. Contact & Contract appropriate numbers of Judges (Calpaca board to have final approval of judges)
5. Arranging for and organize volunteers & paid staff. For positions selected to be paid staff, solicit RFP's & sign contracts [possible paid positions: Show Superintendents, Photographer, Show Program Editor, Speakers, Announcer] – Calpaca board to have final approval of RFP's.
6. Work closely with show superintendent to oversee and facilitate event registration processes including paid registration service if needed.
7. Plan for and manage security for the event
8. Establish communication protocols and operating procedures with planning committees, volunteers and paid staff.
9. Manage directly or (set goals and direct volunteers that manage):
  - a. Marketing/Advertising & Promotion for the show [Marketing/Promotions to ensure that show receives optimal media coverage & attendance]
  - b. Barn Management [Show layout, labor to set show up and break down]
  - c. Vet Check Team
  - d. Compliance Check Team
  - e. Show Ring Team [Ring Steward, Gatekeeper, Announcer, Recorder and distribution of ribbons]
  - f. Sponsorships Coordinator
  - g. Herd Sire Auction Coordinator
  - h. Ribbon Coordinator
  - i. Signage and Banners
  - j. Traffic Coordinator
  - k. Audio Equipment Coordinator\*
  - l. Silent Auction Coordinator \*
  - m. Fiber Arts Coordinator\*
  - n. Clinics/Workshops Coordinator\*
  - o. Vendor Coordinator\*
  - p. Social Event Coordinator\*
  - q. Arranging for concessionaires.
  - r. VIP Liaison\*
  - s. Hospitality Table
10. Handling all the monies for the show both income and disbursements, including final accounting of said monies to the Calpaca Board 120 days post show.
11. Arranging accommodations and transportation to and from the show for the Judge or the Apprentice Judge if requested by the Judge or the Apprentice Judge to do so.
12. Arranging transportation for the Judge or Apprentice Judge from the hotel to the show grounds.
13. Ensuring that the Judge's or Apprentice Judge's needs are met during the course of the show.
14. Ensuring that the show ring(s) and staging area(s) are adequate for the show level.
15. At some shows the Event Coordinator may also serve as the Show Superintendent.

16. Certifying the event with AOBA.
17. Be a farm member of AOBA and a member of the AOBA Show System.
18. Conduct post-event debriefing sessions.
19. Provide post-event analysis, budget recaps and participant feedback and incorporate learning into future plans.
20. Develop event reports and distribute as required to sponsors, participants and the BOD

In addition to the specific duties and responsibilities listed above the *\_NAME OF SHOW\_* Show Manager shall follow the show guidelines as set forth in Part 4 Show Positions and Officials, Section D. Ethics Relating to Show Event Coordinator of the 201X Show Division Handbook.

**Personal Characteristics:**

- Strong organizational skills
- Follows through on assignments and meets deadlines
- Demonstrated ability to effectively work with people in order to complete designated tasks
- Effective written and oral communication skills
- Demonstrated ability to multi-task and adjust to change
- Works effectively under pressure

**Technical Requirements:**

- Strong computer skills
  - Proficient in word processing
  - Proficient in creating spreadsheets and reports
- Possesses the skill level to communicate and share documents, etc. through the internet

**Experience and References**

List up to 5 AOBA Certified Shows and/or other Shows & Show Associations with whom you have contracted or acted in a volunteer nature within the past 24 months, including a name as a point of Reference for each show. Please provide all information for each show. (If you require more room, you may attach an addendum).

**Name of Show**

**Dates of Show**

**Position contracted or volunteered at Show (Note if this was contracted or volunteer position)**

**Type of Show (Halter, Fleece, Performance, other)**

**AOBA Certified Show (Y/N)**

**# of Entries**

**# of Judges**

**# of Rings**

**Reference Name, Telephone # and email**

Fee for managing the *\_NAME OF SHOW\_* Alpaca Show shall be \$1000. Hotel room will be provided by Calpaca.

*Selection of Calpaca **\_NAME OF SHOW\_** Show Manager will be made by the Calpaca Board and will be relayed to submitters by (date here).*

Thank you for your interest.

Calpaca Board: