



## APPLICATION FOR Show Program Manager

Calpaca invites you to be considered as the Show Program Manager for the  
\_NAME OF SHOW\_ to be held at \_\_\_\_\_ on  
\_\_\_\_\_ MONTH-DAYS-YEAR \_\_\_\_\_

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

Name:  
Address:  
City, State and Zip  
Phone:  
Cell Phone:  
Fax:  
Email:

Please submit this form with the attachments to:

\_\_\_\_\_  
\_\_\_\_\_

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

### **Budget**

\_NAME OF SHOW\_ has a budget of \$xx,xxx for the production and  
printing of the Show Program. This budgeted item includes the  
compensation for the Show Program Manager. The Show Program  
Manager is expected to stay within the budget.

### **Position Overview**

The Show Program Manager is responsible for the design, content,  
production, and delivery of the show program. Working with information and  
feedback from the Show Event Manager(s) you will design and develop the  
show program. If reviewed and accepted by Show Event Manager(s) you  
may design your own program. Or, you may use the past years' program  
format as a template. You will primarily coordinate information with, and  
from, the Event/Sponsorship/Fundraiser/Herd Sire Auction/Silent  
Auction/Volunteer Manager(s) or coordinators.

**Requirements of Show:** The Show Program Manager is responsible for:

1. The general layout of the program
2. Following up with and obtaining ads from sponsors
3. Obtaining event information from the Event Manager(s)
4. Obtaining the following information for inclusion in the program:
  - a. Judges bios
  - b. Presenter's bios and descriptions of classes (if applicable)
  - c. President's message
  - d. Event manager(s)/superintendent welcome message
  - e. Silent Auction donors/donations
  - f. Herd Sire Auction participant information
  - g. List of participating ranches
  - h. Volunteer list
  - i. Delivering the show program, in electronic format, to the printer
  - j. On time shipping or delivery of the show program to the designated person/location
  - k. Other information/reports as required by event management
5. Creation of spreadsheets or other ways of tracking the completion of the above tasks
6. Creation of spreadsheets or other ways of tracking Ad activity (what was ordered, what was paid, what was included in program)

**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
- Works effectively under pressure

**Technical Requirements:**

- Knowledge and demonstrated use of desktop publishing program(s)
- Ability to store and transmit graphics and documents
- Proficient in creating spreadsheets and reports

**Experience and References**

Submit a minimum of three examples of desktop publishing projects you have created. These can be brochures, ads, multi-page booklets, etc.

Fee for serving as Show Program Manager for the **\_NAME OF SHOW\_ Alpaca Show** shall be \$500.

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

Thank you for your interest.

Calpaca Board: