

Fall Benefit Show:

- Venue/ Location & Contract
- Decorations including Photo Op Area
- Judges, Starters, EMT, Jump Crew, Steward, and Course Designer
- Ribbons
- Prize List
- Food Vendor
- Invite Vendors if venue has the needed space available
- Office Coordination
- Prizes and coordination of nominations of Best Rider Awards from judges of each ring and submit to Special Awards Committee Chair for vote in October
- Trophy Contracts & Display- works with Trophy Committee
- Schedule Trophy Tent Monitors
- Works with chair of Medal Finals to move decorations

Summer Premiere Show:

- Venue/ Location & Contract
- Decorations including Photo Op Area
- Judges, Starters, EMT, Jump Crew, Steward, and Course Designer
- Ribbons
- Prize List
- Food Vendor
- Invite Vendors if venue has the needed space available
- Office Coordination
- Prizes

Medal Finals:

- Secure a Venue, EMT, Announcer, Food Vendor, Course Designer, and Judge
- Works with the Chair of Benefit show to move decorations
- Invitations to qualifiers
- Sponsors for each final
- Goodie Bags and Boutonnieres for each participant
- Winner Bouquets 1st-3rd for all 6 finals
- Design and Print Programs

Banquet:

- Date/ Facilities, Menu and coordinate set-up
- Invitations, table cloths, centerpieces, & Party decorations
- Year End and Special Award selections
- DJ/ Entertainment

Silent Auction (Banquet):

- Obtain donations
- Organize and set up
- Hold 50/50 raffle and solicit staff to sell tickets at the tables during the event
- Notify donors of whom won their item at auction when appropriate
- Prepare spreadsheet with all info for bookkeeper for tax purposes
- Set-up chinese auction and solicit staff to sell tickets at the tables during the event
- Coordinate with emcee of banquet cut-off times for auction blocks.

Banquet Yearbook:

- Obtain sponsorships and send out ad forms
- Design layout, graphic artwork, editing
- Solicit printer for production and deliver yearbooks to banquet venue
- Quality control for final proof

Rulebook:

- Rulebook changes
- Distribution of rulebook to all show managers/ stewards

Measurement Cards & Pony Measurements

- Management of measurement cards and organizing pony measurement with stewards
- Knowledge and/ or possession of the TWO measuring sticks
- Scheduling measurement appointments at shows/ farm visits

Trophies: Benefit show & Year end

- Trophy management, releases, distribution, and collection
- Purchase new trophies if needed- get sponsors
- Coordinating and overseeing final proof for engraving text
- Ensure trophies are clean and delivered to venue in timely manner

Photography:

- Collects photos during show season and selects winners of photo contest
- Follows up with communications committee regarding promotional blurbs in horse show email blasts
- Responsible for obtaining a photo release from each contestant
- Purchase prizes for contest winners
- Collection of photos for banquet and year-end publications

Special Awards, Hall of Fame, & Scholarship review:

- Review criteria for each award to make sure relevant
- Hold and conduct selection process in October and vote for candidates based on criteria

Junior Board:

- Portion of Spring Open meeting focused on Junior members
- Coordinate fundraising and outreach activities throughout the year.

Communications (Website, Newsletters, Facebook):

- Enhance communications, public outreach, and membership relations/ services
- Email blasts of upcoming events and important rule changes, etc.

Stewards:

- Coordinate the scheduling of stewards for all BCHSA shows
- Inform show managers who the steward is for their show
- Send monthly reminders to all stewards for that given monthly time frame.

Show Venues:

- Coordinate with venues for show calendar dates- completed by October 31
- Review all prize lists
- Create show manager binders for show managers meeting in November.